DEPARTMENT OF CULTURAL RESOURCES

Program Plans
for
1975-77 Policy Cycle

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Grace O. Rohrer

Secretary

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INTRODUCTION

The Department of Cultural Resources, originally titled the Department of Art, Culture and History, was established under the Executive Organization Act of 1971. The title was changed as of July 1, 1973. The departmental secretary is appointed by the governor.

The department promotes and provides cultural resources, services, and programs in the arts, history, libraries, and other programs, especially environmental, that enhance, enrich and protect the lives of North Carolina citizens. Guided by the secretary, departmental staff establish policies, enforce standards, and develop legislation.

Four major programs provide the structure for North Carolin'a cultural undertakings. Administration and Support houses the secretary, assistant secretary, administrative services, and public information staff--serving as the managerial arm of the department.

Historic Resources not only oversees the operation of archives and records services (including the State Archives and the State Records Center), but identifies and maintains state historic sites, archaeological resources, scholarly publications. The Museum of History, Tryon Palace, and the North Carolina Bicentennial are also under the auspices of this program, as well as various commemorative and historical commissions and committees.

Providing ready access to literary materials is the goal of the Library Resources Program. Besides furnishing technical and informational aids, this program also establishes services to state agencies and local public libraries. Other staff establish and maintain special libraries for the blind and collections in state institutions.

Art Resources supports arts exhibits and performing arts groups touring the capital city, advises and supports arts programs under the sponsorship of other state agencies and arts organizations across the state, including art therapy programs in state mental and penal institutions, develops and preserves art collections, operates the North Carolina Museum of Art, promotes and develops theatre arts and provides administrative services to the North Carolina Symphony.

Most projects undertaken by the department function at both state and local levels. For example, technical and informational services of the Library Resources Program are available to state agencies and to local public libraries. The North Carolina Arts Council expends much effort to encourage and implement the establishment of local arts councils. Theatre Arts provides managerial and economic aid to professional theatre organizations. The North Carolina Symphony has extended its educational program and now includes performances in state penal and mental institutions.

DEPARTMENT OF CULTURAL RESOURCES

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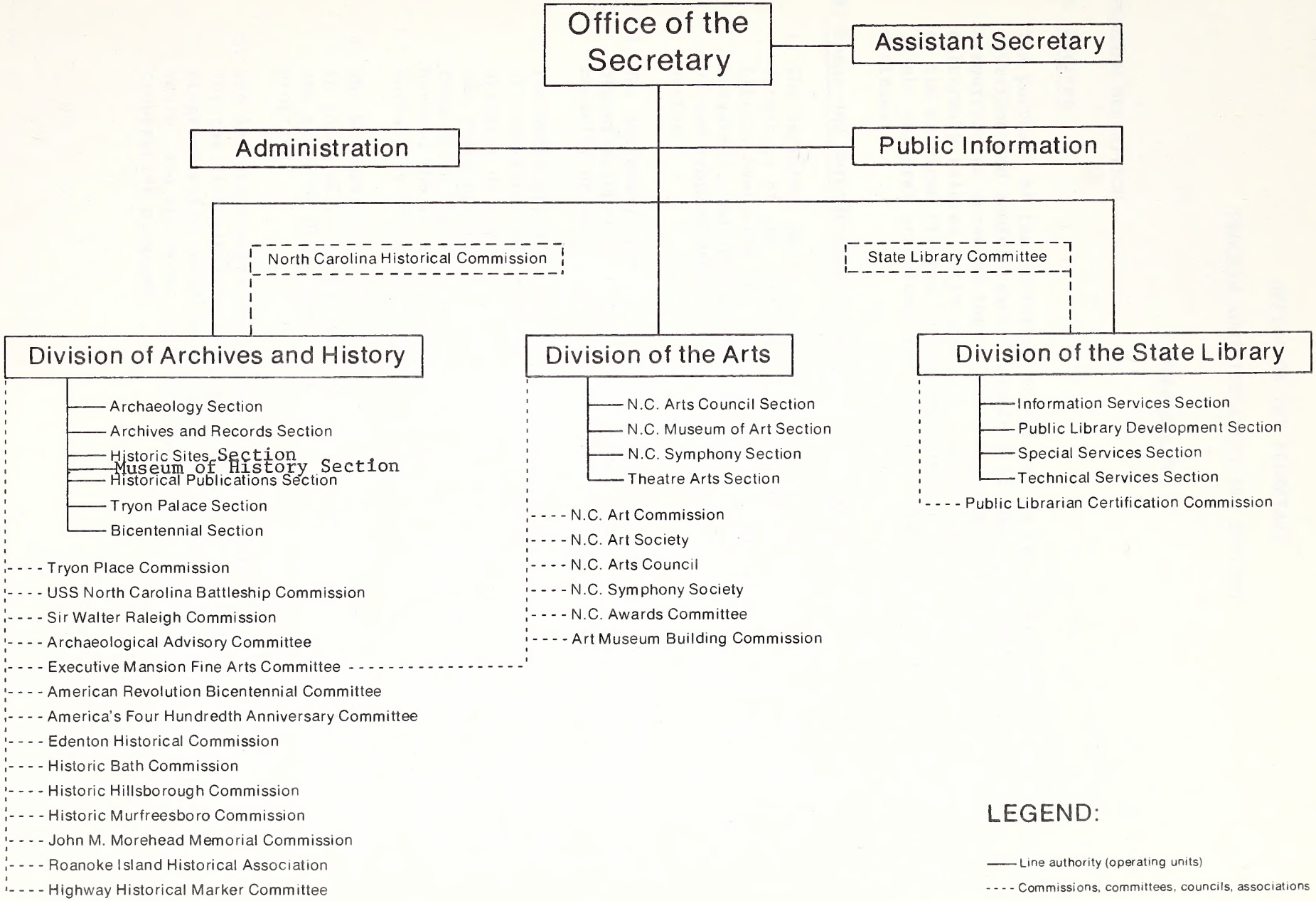


OFFICE OF THE SECRETARY

PROGRAM ADMINISTRATION AND SUPPORT

SUBPROGRAM

I. PROGRAM DEFINITION

A. Purpose

The purposes of the Secretary are to act as the administrator of the three divisions and administrative services of the Department of Cultural Resources; to serve as the official representative of the Governor in culturally related activities; to educate the citizens of North Carolina as to the services offered by the Department of Cultural Resources; and to correlate cultural activities between the state of North Carolina and its citizens.

B. Means and Methods Used to Achieve the Purpose

1. The Secretary meets regularly with top administrative staff and the directors of the divisions of Art Resources, Historical Resources, and Library Resources for long- and short-range planning of project, budgetary, and legislative programs; for discussion of implementation of new program areas and changes in existent programs; and general counsel.

2. The Secretary appears at community, governmental, institutional, and organizational activities as spokesman and/or main speaker in official capacity or as official representative of the Governor.

3. The Secretary attends, as an ex-officio or statutory member, meetings of committees and commissions of the Department of Cultural Resources, offering direction and counsel as necessary; travels extensively across the state meeting with local officials and organizations to educate them about departmental programs and services; to smooth communications between the local and state levels; and to offer guidance on existent culturally related programs.

4. The Secretary travels in and out of state to learn of programs related to those of the department to keep departmental staff up-to-date on new areas of development which may be incorporated into departmental programs.

5. The Secretary meets regularly in Cabinet and Executive Cabinet sessions for the dissemination of information about the various departments and programs which could be conducted on a cooperative basis between departments, and she meets with individual department heads in implementing cooperative programs.

C. History

The Executive Organization Act of 1971 consolidated into the Department of Art, Culture and History four major independent departments: North Carolina Museum of Art, Archives and History, State Library, and North Carolina Arts Council, as well as the North Carolina Symphony Society, the North Carolina Arts Society, and related historical and commemorative commissions. The Department was further reorganized, effective July 1, 1973, into the Department of Cultural Resources, with the additions of an archaeology section and a theatre arts section and consolidation of all arts-related agencies into the Division of the Arts. The Secretary was given final authority over all areas of the Department, except those commissions with quasi-judicial authority or specific duties assigned by statutory authority.

D. Statutory Authority

The duties of the original Department of Art, Culture and History are described in General Statutes, Article 17, Chapter 143-A. Final reorganization of the Department gives authority in Session Laws 1973, 143B-49.

II. FIVE-YEAR PLANNING PERSPECTIVE

Detailed planning perspectives are contained in the divisional programs and sub-programs. Several trends, however, should be noted which are dictating the direction of the Department generally.

1. Recognition of the many services available in the Department of Cultural Resources is bringing increased demands for the services--especially in the areas of records, archaeology, research, appraisal, exhibits, tours, educational programs, workshops, library services to state agencies, state institutions, and public libraries. Present staff is being strained to the limit in trying to cope with the increased demands.

2. Increased interest in history and the heritage of the state is resulting in the establishment of historical and genealogical societies, sharply increasing the use of the State Archives Search Room. Annual sessions of the General Assembly are increasing the use of the State Library facilities.

3. Increased interest in the museum programs of the Department is demanding accelerated implementation of the educational programs of the Museum of Art, the Museum of History, and the historic sites museums.

4. The rapidly expanding community arts programs around the state are calling for expertise from the state level which is not now available.

5. The North Carolina Symphony and the Museum of Art are more and more becoming a resource of ideas and expertise for the developing of regional art galleries and orchestras.

III. PLAN FOR THE 1975-77 BIENNIUM

The Department will continue to work toward upgrading present services with emphases on the historic sites, State Library services to state institutions, state agencies and public libraries, state library technical services, educational and exhibit programs of the museums. The Department will seek to

expand the programs in theatre, community arts development, archaeology, workshops for professionals (teachers, archivists, art administrators, etc.). It will enter into research on a new program, art therapy, in cooperation with the Departments of Human Resources and Corrections.

OFFICE OF THE SECRETARY

ASSISTANT SECRETARY SUB-PROGRAM

I. PROGRAM DEFINITION

A. Purpose

The purpose of the Assistant Secretary is to serve as back-up and support for the Secretary and to advise and support division heads and staff in the implementation of specific assigned programs.

B. Means and Methods Used to Achieve the Purpose

1. The Assistant Secretary follows through on any directive given by the Secretary and acts as the official representative and/or spokesman of the department in the absence of the Secretary.

2. Through serving as representative to the Student Intern Advisory Council, meeting and consulting with division heads to ascertain divisional needs, processing applications, the Assistant Secretary serves as the Internal Coordinator of Intern Programs (Student Involvement programs) for the department.

3. The Assistant Secretary serves as the Safety Officer for the department, conducting inspections of safety needs within the main building, outlying buildings, and State Historic Sites with departmental representatives composing the Safety Committee, for implementation of Occupational Safety and Health Act through the Department of Labor.

4. The Assistant Secretary serves as the Equal Employment Opportunities Officer for the department and is responsible for initial recruitment of applicants for position vacancies, statistical information with regards to the implementation of the department's Affirmative Action Plan, and for implementation of the Affirmative Action Plan through cooperative efforts with the division heads and staff.

5. The Assistant Secretary serves as the Internal Coordinator for implementation of the Governor's Efficiency Study Commission and is responsible for the submission of monthly status reports based on progress of each division in implementing recommendations from the Commission and for follow-up procedures in the implementation of those recommendations.

6. The Assistant Secretary serves as departmental Ombudsman in conjunction with programs of the Governor's Ombudsman and responds directly to patrons registering requests or complaints about or against the department..

7. The Assistant Secretary is responsible for the administrative duties of the North Carolina Awards Committee in producing invitational lists, mailings, awards presentations, dinner arrangements, and reception activities in conjunction with the statutory authority given the committee to present annually awards to outstanding North Carolinians in the fields of Fine Arts, Literature, Science, and Public Service.

8. The Assistant Secretary was hired initially as and continues to function as legislative liaison between the Department of Cultural Resources and the General Assembly by keeping the Secretary, division heads, and Governor's staff apprised of legislation affecting departmental programs with a determination on each piece of legislation as to departmental position.

C. History

With final reorganization of the department into the Department of Cultural Resources in July 1, 1973, the Secretary sought and received from the 1973 General Assembly support assistance in the form of an Assistant Secretary with accompanying Stenographer III, which were received July 1, 1973.

D. Statutory Authority

Statutory Authority for final reorganization of the Department of Cultural Resources is found in Session Laws 1973, 143B-49.

II. FIVE-YEAR PLANNING PERSPECTIVE

With all due respect, it is morally difficult to project programs beyond the end of calendar year 1976. Programs conducted by the Assistant Secretary are rarely bounded by monetary constraints but all programs are of a nature that would develop into standard departmental programs, which could be carried past December 1976.

Problem: With increased inflation and thus increased cost of gold, paper items, and postage, it is difficult to produce a prestigious and fitting presentation of the North Carolina Awards for a reasonable cost.

Response: To keep abreast of inflationary costs, this program area will work with the Secretary, Budget Office, and State Legislature in expanding the budget line item to at least meet each year's increase of cost items.

Example	April 1973	April 1974
14 karat gold medal	$193	$319
10 karat gold medal	---	193

Problem: There is great interest among the staff of the department for use of interns in departmental programs. Lapsed salaries are in

abundance at the end of the fiscal year, but these funds cannot be carried across to the next fiscal year. Funding interns becomes increasingly difficult with no monies set aside for this specific program area.

Response: Initiate a standard intern program within the department and its budget wherein funds are awarded each division for one intern at $100 per week for 52 weeks of the year. Additionally fund one cooperative education student position at $100 per week for 52 weeks of the year so that that position can be filled continuously and not restrain the respective division's programs.

III. PLAN FOR THE 1975-77 BIENNIUM

We do not expect nor anticipate any major changes for the coming biennium since program areas here, with the exception of the North Carolina Awards Committee, operate and can continue to operate at a status quo.

DEPARTMENT OF CULTURAL RESOURCES

Department Administration and Support Program

Administrative Services Subprogram

I. SUBPROGRAM DEFINITION

A. Purpose

The purpose of Administrative Services is to provide the department with centralized service in the areas of budget, internal accounting systems, purchasing, central supply depots, mail/messenger services, personnel, and a duplicating/printing center.

B. Means and Methods Used to Achieve the Purpose

1. Budget planning advice and assistance is made available to all supervisors responsible for implementation of programs, subprograms, elements, sub-elements, and projects. This includes fiscal planning for operations and maintenance, capital improvements, and special projects supported by private and/or federal monies.

   Within this area of purview all proposed expenditures of state, federal and private funds are adjudged as to compliance with state statutes, state policy and regulations; and, where applicable, federal guidelines and policy. As required, fiscal advice and/or approval is requested from the Office of State Budget and Office of Property Control and Construction, Department of Administration. All transactions are subject to postaudit by the State Auditor, and where applicable by federal auditors.

2. Accounting systems are being established in order to provide records for internal accountability. For instance: bulk orders of office supplies can be purchased at some saving, but costs must be allocated to users; in-house printing and duplicating costs must be allocated; various sales outlets must keep proper accountability records; supply costs for cross-divisional services must be allocated; postage use must be documented.

3. All purchasing of supplies and equipment, maintenance contracts, printing contracts, declarations of surplus property, etc. are handled by the central purchasing office. In addition, internal distribution and assignment of supplies and equipment, and supervision of mail/messenger service are the responsibility of the purchasing office.

   As of August, 1974, purchase of supplies and equipment costing less than $1,500 per item is to be handled by the department, rather than the Office of Purchase and Contract, Department of Administration. This involves responsibility for purchasing of items on State Contract from proper vendors, securing competitive bid quotations for any item not on state contract. In general this department is responsible for compliance with statutory requirements for purchasing and contracts.

4. In order to meet increasing public demand for information concerning art, history and libraries a central duplicating center was established in 1972. Charges made by private industry for multiple copies of new and existing printed materials far exceeded our budgeted funds. By reallocation of some existing staff and use of some non-recurring budgeted funds for equipment, a duplicating center was established. This project has proven to be successful. Rather than cut back on public service, we have, without additional "new" monies, been able to meet public demand for information.

5. Personnel responsibility in administrative services includes: certification of availability of funds for new hires, promotions, classifications, and payroll documents. Employees (new and old) are advised as to State Personnel Council rules and regulations; availability of fringe benefits; retirement benefit, etc. Job seekers are interviewed and qualified persons are advised as to available vacant positions.

   A new responsibility for utilization of departmental judgement in classifying, pay ranges, and titling of clerical positions has been proposed by the State Personnel Council and the Office of State Personnel. The Office of State Personnel would continue with an overview of classification, and serve in an advisory capacity.

C. History

The Reorganization Acts of 1971 and 1973 merged into one department several previously independent state agencies. The statutes give the Secretary authority for all department management functions.

In order to manage the department, it was deemed expedient and economical to centralize administrative services for the entire department under the immediate supervision of the Secretary. Centralized service was initiated in 1972 and has been continued.

II. FIVE YEAR PLANNING & PERSPECTIVE

A. Problem: Requirements for Internal Records for Budgetary Accountability

Response: (See Purpose B-1)

The State Auditor has recommended, and is assisting with plans for and installation of systems and equipment for internal cost control records. It will be necessary to secure computer services, or request two additional employees.

B. Problem: Delegation of Responsibility for Purchasing

Response: (See Purpose B-3)

Reorganization of the Office of Purchase and Contract resulted in assignment of duties and responsibilities to this department. It was recommended that an additional staff of at least one and one-half would be required. We were not advised of this action until after adjournment of the 1973 General Assembly. For 1973-74, we have been able to secure non-recurring federal funds for a clerk-typist. Continuation of this position and a parttime typist will be required for 1975-77.

C. Problem: Personnel Administration

Response: (See Purpose B-5)

This department has no full time Personnel Officer, and the Office of State Personnel strongly recommends this additional position. Responsibility is being shared by the Assistant Secretary, Business Officer, and a Personnel Assistant. This division of responsibility is unsatisfactory to management and the Office of State Personnel, and is confusing to the more than 300 permanent employees. Additional responsibility has been added in classifying, setting pay schedules, and almost daily changes in federal employment and pay regulations. Professional supervision of personnel administration is important to an efficient and satisfied staff.

D. Problem: Probable Implementation of a Bi-Weekly Payroll in July, 1975

Response:

We have been advised that federal requirements for determining hourly pay will necessitate changing from a monthly payroll to a bi-weekly payroll. This will more than double our payroll preparation responsibility.

At present, the Personnel Assistant is preparing the permanent monthly payroll transmittal; including securing all of the required attachments of personnel certification documents, insurance, retirement, withholding, etc. An accounting staff employee is preparing the monthly temporary and premium and overtime payrolls. No way can we absorb this additional responsibility for bi-weekly payrolls without additional staff.

E. Problem: Duplicating Center Service

Response: (See Purpose B-4)

We have had two employees paid from State Library processing receipts. Due to lack of center receipts, we have had to cut our staff by one employee. The Processing Center is a heavy user of duplicating services in the preparation of book pockets for thousands of books for public libraries. We have to process the books - to take care of processing, other duplicating and printing work has had to be "farmed out" to commercial shops.

III. PLAN FOR 1975-77 BIENNIUM

A. Indicators of Expected Accomplishments

B. Major Changes

Administrative Services is required to expand both in use of equipment, and some additional staff. This central services unit was established in 1972 by reallocating existing budget staff from two of the four formerly independent agencies--brought together by reorganization. Only one agency had had a purchasing officer; and one had access to duplicating services; none had a full time personnel officer. Present staff cannot continue to absorb additional budget, personnel, purchasing and duplicating responsibilities.

1. By leasing accounting equipment and renting computer time, we can forgo requesting at least two new budget employees. Hopefully use of equipment will produce records that will satisfy department needs, and State Auditor requirements, for internal cost control. During 1974-75 the State Auditor's office is guiding and assisting us in plans for accounting systems and equipment.

2. It will be necessary to pick-up the costs for a purchasing office employee. This employee was funded in 1973-74 from non-recurring federal funds. In addition, one new parttime employee is needed to assist with clerical work. (For all administrative services there is one typist.) This addition of one and one-half employees is the minimum recommended by the Office of Purchase and Contract to handle additional purchasing responsibilities delegated to this department.

3. This department needs a full-time personnel officer. At the present time, authority for personnel administration is handled by the Assistant Secretary, Business Officer, and a Personnel Assistant. The Office of State Personnel has to "touch base" with all three to find out which one might be handling a request; applicants for jobs see whoever is available; employees with problems talk to whichever one they happen to know; training programs have little supervision - due to lack of time.

   New federal regulations concerning equal employment practices and pay are complicated and time consuming. State Personnel makes monthly adjustments in state policy.

   Both this department and the Office of State Personnel recommend a new position for employment of a full-time Personnel Officer.

4. Our duplicating/printing center has been successful in helping us absorb increases in costs of paper, and the tremendous increases in labor costs for printing and duplicating included in costs of work done by commercial firms. We have done this by reallocation of existing positions and funds.

   Duplicating work done for the library processing center is a large part of duplicating center responsibility. Originally this center was operated soley for use by the State Library. The processing center is dependent totally on receipts from public libraries for processing books.

   After we increased the availability of the duplicating center to the entire department, two general funds supported positions were reallocated to the center, to supplement processing center staff.

   The Governor's Efficiency representative agreed with our establishment of the central duplicating service, but recommended that over-all supervision be accomplished by the department Business Officer, and that an on-site supervisor by designated to report to the Business Officer. This was done.

   Duplicating work for the library processing center requires two full-time employees, for most of each month. Receipts have decreased for the processing center, but their need for duplicating service has not. We have lost one of the employees the processing center paid for in duplicating. To compensate printing and duplicating work is having to be sent outside of the department. We need to replace this "lost" position.

5. We have been advised that due to federal regulations for determining hourly rate of pay, payrolls may be required on a bi-weekly basis. This will double our work.

   This increase in work-load will require that two employees work full-time on payrolls. This work load includes not only payroll transmittal prepared for Central Payroll, but required documents (certifications, insurance forms, withholding statements, retirement, etc.). In addition monthly reports have to be prepared for payment of employer contribution's to social security and state retirement, insurance reports, etc. By reallocating some of the budget work-load (if we get automated equipment) we can take care of one position, but we will need one additional payroll clerk.

OFFICE OF THE SECRETARY

PUBLIC INFORMATION SUBPROGRAM

A. Purpose

The Public Information Office is responsible for the education of the public as to the services, activities and events provided by and available within the Department of Cultural Resources. Through a variety of media the office attempts to interpret to and inform the public of various aspects of the Department's plans and operations.

B. Means and Methods Used to Achieve the Purpose

1. The Museums, the Historic Sites, the State Library and the State Archives are educational facilities which serve the public as well as other state agencies. Through brochures large and small as one method, these agencies seek to educate the public in the historic and cultural heritage of the state. The Office of Public Information prepares the brochures and keeps them in a state of revision for distribution by mail and hand pick-up. The Office also handles all requests for information on the Department as well as requests for information on other aspects of state government.

2. Each year several hundred press releases and columns about the department are sent to all weekly and daily newspapers and radio and television stations in the state, as well as select newspapers and other publications outside the state. These releases include news stories, feature stories and feature series as well as photographs in many instances.

3. Spot announcements regarding specific activities as exhibition openings or performances are sent to radio and television stations.

4. Bi-monthly, monthly and quarterly calendars and newsletters are prepared for the State Library, the Museum of Art and the department as a whole. These are distributed throughout the state.

5. Speeches are written, primarily for the Secretary and the Assistant Secretary, but on request for any member of the staff.

6. The public information staff sets up special press conferences, television appointments and interviews regarding department functions.

7. The public information staff itself also makes various television appearances and handles certain speaking engagements.

8. The staff sees that photographs are provided as requested, handling copyright clearances when necessary. These photographs are in addition to those provided as a matter of routine for press releases.

9. The staff prepares articles for general interest magazines, house organs, and other periodicals.

10. The office tallies weekly collections of press clippings to determine how previous publicity efforts have fared and where additional effort should be concentrated.

II. FIVE YEAR PLANNING PERSPECTIVE

Problem: Expanded Activities

As a new department, Cultural Resources must contend with a name recognition factor to start with in finding acceptance and understanding of its programs by the public. Furthermore, the department by its nature is not a self-generator of news, a producer of the "hard" news that brings the press automatically to its doors, as do, for example the Departments of Transportation and Social Rehabilitation.
The department too already has expanded greatly its areas of concern generally, and, in addition, has opened a whole new section of operation in its theater arts program. The building of the new art museum is going to be a demanding undertaking for all concerned, including the public information office.
To express fully and effectively, and to interpret soundly and strongly the burgeoning programs of the department, and above all, to make known to the people of the state the services offered by Cultural Resources, additional personnel will be needed by public information.
Presently the office of public information has two public information officers divided between the Divisions of Administration, Arts, State Library and Archives and History.

Response: At least two additional public information officers will be needed to cover adequately all the programs and activities presented by these divisions. Increasing attention must be paid to the use of television, the "now" medium that attracts and excites people as the columns of a newspaper and the disembodied voice of radio cannot do. This attention would involve the production and distribution of several 12-15 minute films and sets of 60-second film spots. Meanwhile neither newspapers nor magazines are to be overlooked, for the printed press remains the medium to which people turn for details, corroboration and analysis. Radio too will continue to maintain a distinct place in any public information program. The younger set has the local pops station plugged into its collective ear, while older listeners listen to morning shows, car radios and FM stations. One of the public information officers, therefore, should have a radio and television background and be prepared to work with other audio-visual but non-news oriented personnel.

Needed also is a designer to handle the lay-out and make-up of many department brochures that are printed mainly in-house but also out-of-house. Presently the public information officers and some other employees are devoting considerable time to this effort, time that could be spent better in other pursuits.

III. Plan for the 1975-77 Biennium

A. Indicators of Expected Accomplishment

	1973-74	1974-75	1975-76	1976-77
1. Art Museum News Releases Prepared for 200 Newspapers and Magazines and 14 Television Stations*	59	71	85	101
Number of newspaper inches received	11,255	13,506	16,207	19,448
Number of photographs used by press	339	406	488	585

The Art Museum is used as an indicator because all news releases for it were prepared by one public information officer. Together, the two public information officers issued a total of 308 news releases for the Department in 1973-74.

*Thirty television programs (Programs as opposed to spot announcements) featured department personnel or activities. There is no way to monitor the number of spot television and radio announcements received in 1973-74.

2. Publications		1973-74	1974-75	1975-76	1976-77
Calendar of Art Events	issues	10	12	12	12
Art Museum Bulletin	issues	4	3	4	3
Library Newsletter	issues	4	4	4	4
Cultural Times	issues	12	12	12	12
Department Calendar of Coming Events	issues	26	26	26	26
Brochures (new or revised)		7	10	12	14
3. Travel to gather material for publicizing department (days out of office)		44	52	52	52

B. Analysis of Major Changes

1. An additional public information officer is needed to handle flow of material to public and help keep in-office and travel schedules on an efficient, workable basis.

2. A design artist is needed to assist with regular publications, the increased number of brochures contemplated and other printing needs which such a person could anticipate.

3. Additional funds will be needed to cover increased printing, postage and travel costs of an expanded public information program.

DIVISION OF ARCHIVES AND HISTORY

PROGRAM ADMINISTRATION AND SUPPORT SUBPROGRAM

I. Program Definition

PURPOSE

The purpose of this subprogram is to establish professional policies and to supervise operations of the Historic Resources Program. In this subprogram rests ultimate responsibility for the professional activities relating to scholarly publications, archival and records management services, historic sites and preservation services, historical museum services, and archaeological services. The division director, as State Historic Preservation Officer, has additional responsibilities for historic preservation activities in the state.

MEANS AND METHODS

This subprogram furnishes general managerial and professional supports through the offices of the director and assistant director. Secretarial services are provided to the North Carolina Historical Commission and (on a reimbursement basis) to the North Carolina Literary and Historical Association. Activities of various state and local historical and commemorative commissions are coordinated. This subprogram also makes direct grants of National Park Service funds for historic preservation.

HISTORY

The first full-time, salaried secretary of the North Carolina Historical Commission (after 1943 the Department of Archives and History) was appointed in 1907. The first assistant director was named in 1968, and since that time has largely been responsible for special assignments.

In 1972, the department became the Office of Archives and History in the Department of Art, Culture, and History; on July 1, 1973, following enactment of additional reorganization legislation, it became the Division of Archives and History in the Department of Cultural Resources.

This subprogram is responsible for (as of July 1, 1974) the following sections of the division:

Historical Publications
Archives and Records
Historic Sites
Museums
Archaeology
Tryon Palace
Bicentennial

It also maintains close liaison with fourteen special committees and commissions.

STATUTORY AUTHORITY

Chapters 121 and 132, General Statutes of North Carolina; and Chapter 596, 1973 Session Laws.

II. Five-Year Planning Perspective

Detailed statements of five-year perspectives are contained in the statements of the other subprograms of this program. Several trends, however, may be observed:

1. Increasing interest in local history, as evidenced by the increased number of local historical organizations.

2. Increasing inflation and its adverse effect on substantive programs such as historical publications, archival and records management, and museum services.

3. Increasing public interest in historic preservation as evidenced by a growing number of local preservation societies and a growing number of requests for state grants in aid for specific projects.

4. Increasing interest in genealogy as evidenced by the establishment of local genealogical societies, establishment of the North Carolina Genealogical Society, and sharply increased usage of the State Archives Search Room, both visitors and written requests.

5. Increasing need to bring existing state historic sites (now twenty in number) up to standard both as to interpretation and to staffing.

6. Increasing need to emphasize modern systems and techniques in order to manage both state and local records efficiently and economically.

7. Increasing need to accelerate implementation of interpretation plans for the Museum of History and the museums at the state historic sites.

8. Increasing demand for archaeological services.

Functions of the Division of Archives and History are growing rapidly and their scope is expanding. This growth requires close coordination and direction, both of which are the responsibility of this subprogram.

III. Plan for the 1975-1977 Biennium

No change for the 1975-1977 biennium is anticipated, other than to increase the participation of the director in the general planning for the total Historic Resources Program and to increase the effectiveness of the assistant director.

DIVISION OF ARCHIVES AND HISTORY

ARCHAEOLOGICAL SERVICES SUBPROGRAM

I. Program Definition

Purpose

The purpose of the Archaeology Section subprogram is to discover, assess, protect and preserve the state's nonrenewable historic and prehistoric archaeological resources. The subprogram additionally acts as a liaison between federal and state-related institutions as well as the public in the discovery, examination, analysis, and dissemination of archaeological information.

Means and Methods

The recognition of this subprogram by the 1973 legislature reflects a growing national awareness of the depth of America's heritage and the urgent need to control the increasing loss of historical knowledge due to destructive forces inherent in an expanding industrial society.

To fulfill its responsibilities as charged by 1973 Section Laws (G.S. 121, Ch. 596), the subprogram inventories, examines and evaluates land and marine areas where former human activities and events once occurred within the state. The subprogram has two dimensions--land archaeology and underwater archaeology--through which its manifold tasks are fulfilled. These tasks include:

1. Statewide Archaeological Survey. Prior to the establishment of the section in 1973, no means existed to inventory the state's archaeological resources. Therefore, major emphasis has been placed by the subprogram on the development of a statewide archaeological survey. Semiannually, archaeologists throughtout the state convene with section members to discuss procedures through which the state's archaeological resources can best be assessed and inventoried. To this end, the section acts as a major repository of archaeological site locations and survey data. Forms standardizing the manner of site identification and description of site contents are distributed to the expanding archaeological community

within the state. When returned to the section, these forms are cataloged and filed. To aid in the rapid dissemination of archaeological knowledge, the data derived from these forms is being computerized. Professionals requesting general or specific archaeological information for research or publication purposes will receive printout sheets provided by the subprogram. A fully implemented computerized repository system will enable rapid dissemination of archaeological information which in turn will increase quality publications for professional and public consumption.

2. Archaeological Advisory Services. The subprogram offers broad archaeological advisory services to state, federal, and private agencies and institutions, municipal and local archaeological societies, and individuals. The subprogram works closely with others in the Division of Archives and History, the Department of Natural and Economic Resources, and the Department of Transportation regarding restoration of buildings, identification of archaeological sites in state-owned lands, bottoms, and highways. The subprogram assesses the impact of state and federally licensed projects on archaeological sites through such vehicles as Environmental Impact Statements. Additional archaeological advisory services include coordination of archaeological programs at state and private colleges and universities. For students attending schools which do not offer archaeology in their curricula, the subprogram offers instruction in archaeological methods through such programs as summer field schools and through internships. Finally, the subprogram encourages the development of local amateur societies and provides advice on amateur group structure as well as training of group members through annual seminars on archaeological methods and techniques.

3. Permits and Grant Awards. Archaeological sites are often threatened by persons who dig for antiquities (artifacts) without regard for in situ significance. As a means of control, the subprogram issues permits to

professional archaeologists who wish to excavate land or marine sites on state-owned land. Issuance of permits discourages pilferage of sites and provides for quality archaeological excavation and publication.

The subprogram encourages quality archaeological activity through grant-in-aid for survey and/or excavation to professionals within the state. Grant proposals submitted to the section by professional archaeologists are reviewed; funds are awarded annually on the merits of the work defined in the proposal. The results of work accomplished are published by the section.

4. Survey and Excavation. The subprogram conducts archaeological surveys and excavations on private, federal, and state-owned lands throughout the year. Areas surveyed and excavated include national and state parks, state historic sites, private land, and selected marine areas of historic interest. A primary aim of site survey is discovery and documentation of the existence and extent of former human habitation and/or activity areas. Members from the Archaeology Section team with professionals, students, and amateurs to collect artifact materials and document ecological and geomorphological zones in a systematic fashion from promising geographical areas. Information recovered is accessioned, cataloged and examined in the section laboratories. Similarly, excavations are conducted with the objective of defining the lifeways and styles of former inhabitants of North Carolina. Working with other professionals, students, and often amateurs, section members couple time-honored archaeological methods with the latest scientific techniques to uncover the unwritten record of the past. In the case of historic sites, excavation is best conducted through reference to the written record as provided by professional historians.

5. Laboratory Analysis. The maturity of subprogram archaeology as a discipline can best be viewed in its increasing demand for precision in analysis of the past. More and more, the section utilizes the expertise and tools allied

with the physical, biological and chemical and nuclear disciplines. Through the use of such tools, artifacts, soils, and features in the ground provide a greater breadth of information than ever before possible. In addition to such inhouse laboratory facilities as a portable pulsed x-ray system and console fluoroscope, the section is constantly expanding its analytical capabilities. The ultimate goal is to provide state-of-the-art laboratory facilities which can serve the needs of archaeologists and historians within North Carolina.

5. Dissemination of Information. Widespread dissemination of archaeological knowledge to professionals and to the public is a major aim of the section. To this end, the section publishes the results of all grant supported work. In addition, the section is developing a state-wide newsletter describing activities conducted and anticipated. An "Occasional Papers" publication covering the research conducted by section members as well as the work of other professionals is planned. Finally, the section is making provisions to include reports of work conducted by amateur groups within the state. These reports, when edited by section members, will provide an important element in the expansion of archaeological knowledge throughout the state.

Publication is but one avenue for the distribution of knowledge. Equally important is personal interaction with the growing number of persons interested in the archaeology of North Carolina. As a means of achieving greater rapport as well as gaining and spreading new knowledge, section members devote considerable time in presenting challenging lectures and discussions to broad and cross-sectional audiences throughout the state. Appearances by section members create important avenues of information feedback, and generate new, as well as revives old, interest in the archaeology of North Carolina.

History

The Department of Archives and History (now Division) has been involved in

archaeology since the Town Creek Indian Mound State Historic Site was transferred from State Parks to Archives and History. This involved Archives and History in archaeological research which had been ongoing since 1937 under the direction of the archaeologist at the University of North Carolina at Chapel Hill; however, Archives and History's formal involvement can be traced to the archaeological work at Brunswick Town State Historic site which began in 1958. Prior to this time there was no professional archaeologist on the staff. From that time until the establishment of the Archaeology Section within the Division of Archives and History in September of 1973, archaeology was a minor component of the division. From 1973 to the present the number of professionals on the staff has increased from one to nine. The work and programs of the section have increased accordingly.

The present Archaeology Section program bears small resemblance to its predecessor. All of the staff are new and the emphasis has been shifted from a projects to a programs and service approach to archaeology. With the exception of a few projects and commitments which were inherited by the Archaeology Section the past history of archaeological work within the division has little bearing on the present structure or mission of the Archaeology Services Subprogram.

History and Statutory Authority

Statutory Authority: North Carolina

1967 Session Laws, Ch. 533

1971 Session Laws, Ch. 1203

G.S. 121, 1973 Session Laws, Ch. 596

Statutory Authority: Federal

Antiquities Act of 1906 (34 Stat. 225, 16 U.S.C. 431 et. seq.)

Historic Sites Act of 1935 (49 Stat. 666, 16 U.S.C. 461 et. seq.)

Public Law No. 292, 1935, Preservation of Historic American Sites, Buildings, Objects, and Antiquities of National Significance.

Public Law 86-523, 1960, Preservation of Historical and Archaeological data . . . Which Might Otherwise be Lost as the Result of the

Construction of a Dam--H.R. 296, 1974--Act to Amend 74 Stat. 220;16, U.S.C. 469 (Act to Amend 86-523)

National Historic Preservation Act of 1966 (80 Stat. 915, 16 U.S.C. 470, et. seq.)

National Environmental Policy Act of 1969 (83 Stat. 852, 42 U.S.C. 4321, et. seq.)

Public Law 91-190, 1970, National Environmental Policy Act.

Executive Order 11593, 1971, Protection and Enhancement of the Cultural Environment.

II. Five Year Planning Perspective

While Archives and History has been involved in archaeology for over thirty years there has never been a real archaeology program. The development of such a program began with the establishment of the Archaeology Section in September of 1973. The newness of this program makes it difficult to use past archaeological work as a lead in to the present program and makes it equally difficult to use past performance indicators as a measure of program effectiveness.

The program is qualitatively and quantitatively a new entity. Some of its problems, trends, needs, and responses are already obvious. Others will become known only after the section has been in operation for a couple of years. At this stage the visible problems relate to the needs of a developing program. Increases in staff, space, equipment, and funding will be necessary in the next five years to bring the program to an acceptable effectiveness. Such is the nature of a new and needed program. The program was begun at a reasonable level but must be rapidly upgraded to meet the needs which led to its establishment. When this sort of normal development happens in combination with an enormous increase in the need for the service offered by the program then a situation like that facing the archaeology services subprogram occurs. Normal expansion plus expanded need have placed the program in a position of being constantly behind. The program plans which follow are designed to break this cycle and will result in a healthy, efficient, and effective archaeology services subprogram.

The major problems and trends facing the archaeology services subprogram in the next five years are all related in one way or another to the newness of the subprogram in its present form, and to the tremendous increase in the need for archaeological services. These problems and trends are presented below in the order of their importance. Following the list, each is discussed. The discussion presents the problem or trend, briefly outlines the response of the Archaeology Section over the past year, and suggests future needs.

1. Lack of sufficient data on the archaeological resources of North Carolina.
2. Lack of a coordinated statewide archaeology plan.
3. The need for an effective records storage and retrieval system.
4. The tremendously increased need for archaeological services.
5. The need to modify and update the archaeological services delivery system.
6. Lack of effective means for training and educating the public.
7. Lack of a state organ for the dissemination of archaeological information.

Archaeological Resources

North Carolina's archaeological resources are not well known. There are about 5,000 sites recorded in the state. This may represent one tenth of the extant sites. There is no county in the state which has been completely inventoried. Almost all that we know of North Carolina's prehistory derives from the work of college and university based archaeologists. Until the quantity and quality of the state's archaeological resources is known, it will be difficult to develop and carry out a state wide archaeological program. The situation is roughly analogous to planning a banquet without knowing the number of guests.

The obvious response to this situation is to increase the amount of time spent locating and evaluating archaeological sites. This will be done in several ways. First, the Archaeology Section staff will expend an increasing amount of its efforts on survey work. Secondly, the section will make grants to state

colleges and universities to conduct survey work. Lastly, many surveys will be done by the section on a contract basis during the preparation of Environmental Impact Statements. All of these data will help fill the knowledge gap.

In order to pursue this problem with the vigor it demands, the Archaeology Section will require additional survey archaeologists and funding. Funding will be especially critical in those areas used to fund the survey work of the colleges and universities. Until these areas can be expanded, it will be impossible to utilize one third of the archaeological skills available in the state.

State Wide Archaeology Plan

The 1972-1973 legislature charged the Archaeology Section with the responsibility for the development of a state wide archaeology plan. Such a program is essential to maximize the effectiveness of the funds and personnel available in the state. Without such a plan, archaeology in North Carolina will proceed on a piecemeal basis with much duplication of effort. Research and projects will be designed on the basis of individual interest or available funding. To achieve an overall understanding of the archaeology of North Carolina and to mount an efficient attack on the state's archaeological problems a coordinated state wide plan is needed.

There are archaeologists at ten of the state's institutions. Of necessity, each institution will pursue its own archaeological interests through an independent need to develop viable archaeology programs. The state must be able to offer incentives and services to these archaeologists in order to make it possible for them to participate in a coordinated state plan.

The archaeology services subprogram has been following three courses in the development of a state wide pan. First, staff members of the section, in consultation with other archaeologists in the state, have been drawing up a state wide plan. Second, monies have been made available to archaeologists in the state to do the surveys needed to return the information necessary to the development

of a state wide plan. Third, the Archaeology Section will sponsor annual meetings of the archaeologists in the state to develop and coordinate state wide plans and to assess the progress made during a given year.

Records, Storage, and Retrieval

Archaeology, like any science, is dependent on the quality, quantity, and availability of information. At present there is one repository for archaeological information in the state and that is the Research Laboratories of Anthropology at the University of North Carolina at Chapel Hill. This repository was established through, and to aid in, the research of the laboratories. While it can and does answer some of the data needs of the archaeological community, it is not structured to do so on the scale now needed. Any request for information from this source must disrupt their research program and this acts as a constraint on the requests for data.

To meet the growing needs of those in the state who require archaeological information, the archaeology services subprogram must establish a records repository and a records retrieval system. The Archaeology Section has begun to develop a computorized system for the storage and retrieval of archaeology records. To be effective the section will require access to computor equipment, software, and programmers. The section will also require funding to gather the extant records from around the state and to prepare them in machine readible form.

Archaeological Services

The most obvious and important trend effecting the archaeology services subprogram is the expansion in the need for archaeological services. Within the Division of Archives and History alone, the following expansive trends can be seen:

State Historic Preservation Projects

1972-1973	1973-1974	1974-1975	1975-1976	1976-1977	1977-1978	1978-1979
68	93	101	111	121	131	141

To meet the expected needs of the division in the next five years, one archaeologist, three archaeological assistants, a historian, and a laboratory technician must be added to the staff. In order to make this staff increase as effective as possible an increase in the level of funding, particularly in the areas of travel, equipment and supplies, will be necessary. It will also be necessary to expand the support personnel attached to the Archaeology Section. A typist, a surveyor, and a draftsman will be essential if the professional staff is to spend its time doing archaeology.

Along with the need for inhouse archaeological services are the ever increasing needs of other state agencies, as well as private individuals and companies for archaeological services. The largest category of such services is the review and preparation of environmental assessments and Environmental Impact Statements. At present, any federally funded or state or federally licensed project may be required to file an assessment of the project's impact on the environment. All such assessments must include a statement of the project's impact on archaeological resources. In order to satisfy this requiremnt an archaeological survey must be done. In all such cases, the Archaeology Section must examine the documentation, the site, or both, to certify that no archaeological sites or materials will be disturbed or that efforts are being made to mitigate any impact on such sites or materials. An idea of the magnitude of this task can be gained from the below figures. Staff and funding limitations allow inspections in fewer than ten percent of the cases at the present time.

	Approximate No. Per Year
State dredge and fill permits	300
Other impact statements	700

State dredge and fill projects have held steady at about 300 per year for the last several years. Other environmental assessments have shown an increase in the neighborhood of ten percent a year. As the population and economy of the state expand the need for this service will keep pace. Both state and federal governments are increasing the number and types of projects which must file environmental assessments. The Coastal Zone Management Bill which was passed in the last legislature is but one example of this trend. The nature of this legislation combined with normal yearly increases in construction will probably bring about a 30 to 50 percent expansion in the number of environmental assessments reviewed by 1979. To meet this expected growth, the Archaeology Section will need to add at least three survey archaeologists to the staff in the next five years.

Delivery of Archaeological Services

The Archaeology Section presently operates from two laboratories. The main laboratory is in Raleigh. This office houses the majority of the staff. The second laboratory is at Fort Fisher State Historic Site in Kure Beach. The underwater work of the section is conducted from this office. The facility also houses the preservation laboratory.

Having two centers from which the staff can work provides obvious advantages in the delivery of services, but also causes some difficulties. One problem is coordination between the two facilities. Another problem is the need to duplicate equipment so that each facility can operate independently. A third problem is the lack of space at the Ft. Fisher laboratory and the need to update and expand the facilities of the preservation laboratory. A separate, though related, concern is the difficulty of delivering archaeological services to the western

part of the state. At some future time it may be necessary to establish a state archaeological facility in this location.

A senior archaeologist is needed to direct the work at the Fort Fisher laboratory. Without such a person it will continue to be necessary to run the facility via long distance telephone. Such a procedure drastically reduces the effectiveness of the facility. The problem of equipment duplication cannot be resolved. As both the Raleigh and the Ft. Fisher laboratories must conduct field work simultaneously, duplication of equipment is unavoidable. To maintain both facilities, increased funding for equipment will be needed.

The Ft. Fisher preservation laboratory is the only operation of its kind in the state. Its main concern at present is the preservation of archaeological material from underwater sites. Such material, if not treated, will destroy itself with amazing rapidity. The laboratory also treats artifacts from land sites which need to be preserved. This laboratory offers preservation services to all archaeologist in the state as well as to others needing this service.

The laboratory at Ft. Fisher has been seriously neglected. It requires additional staff, additional space, and new, more up to date equipment. At present it is operating near its capacity. In the future this will be a serious drawback to the expansion of the underwater program as the laboratory will be unable to handle the increased work load. The lab is only minimally equipped. It can treat small ferrous objects, but larger iron pieces, organic material, or large amounts of material are almost impossible to handle with dispatch.

This facility has the potential to become one of the more important preservation laboratories in the eastern United States; however, without the needed space and funding the potential may be unrealized. It will probably be necessary to seek legislative help to bring both the preservation laboratory and the underwater archaeology program up to strength.

Education and Training

To most of the public archaeology is an exotic field peopled with pith helmet wearers who dig up pyramids. Far too few people are aware of North Carolina's rich archaeological heritage or how they can get involved in its study. To correct this lack an education and training program is needed.

The staff of the Archaeology Section makes numerous talks each year and through the media attempts to make the story of North Carolina archaeology known. The section also runs archaeological field schools for colleges and universities which have no archaeologist. One field school was run last year and three this year. Three to five field schools will probably be run each year. This activity adds to the pool of persons with archaeological training and helps to make the citizens of the state more aware of archaeology.

The section is also developing plans to work more closely with the amateur archaeological society in the state, the Archaeological Society of North Carolina. The section hosted a meeting of the society this year and plans to run several training sessions for them each year.

The interested and knowledgeable amateur is an important component in any states' archaeology program. The professional archaeologists cannot possibly deal with all of the archaeological needs of a state. There are too few professionals for one thing, and most have teaching duties to perform as well. The amateurs locate and report sites, and monitor sites which might be vandalized or destroyed. Amateurs represend an importnat nexus in the information retrieval, and dissemination system. In general an informed amature society can be the eyes and ears of archaeology in a state. The activities of the Archaeology Society of North Carolina must be encouraged by the state and the Archaeology Section will do all it can to aid the work of the society.

Dissemination of Archaeological Information

If archaeology remains the property of the Archaeology Section, its value as a state activity is gravely diminished. Both the people of North Carolina and the other archaeologists must be kept informed of the state's archaeological activities. Publication is the most reliable method for accomplishing this.

The archaeologists within Archives and History have produced numerous reports in past years but these have always been intended for inhouse use. This year the Archaeology Section published a bibliography on North Carolina's prehistory which is being distributed to interested persons, and plans to publish a directory of archaeological facilities and personnel in North Carolina. The section also hopes to publish professional and popular reports on its work.

At the moment there is only one journal in the state devoted to publishing archaeological materials. This is Southern Indian Studies, the journal of the Archaeological Society of North Carolina. It is a professional quality journal which restricts itself largely to articles on North Carolina's prehistory. Something to complement Southern Indian Studies is needed.

The Archaeology Section would like to start an occasional publication in archaeology. This publication could bring out monograph length studies in both historic and prehistoric archaeology as well as popular material. The section also sees the need for a popular pamphlet series. To bring such a program into being, money for publication will be needed.

III. Plan for 1975-1977 Biennium

The major accomplishments of the archaeology services subprogram in the 1975-1977biennium will come in four areas. The development and implementation of a state wide archaeology plan will be well underway. This will provide the framework and direction for much of the section's work. Problems and unknown areas of the state's archaeology will be identified and steps will be taken to fill these gaps. The greater part of this work will be done by archaeologists

at the colleges and universities. The Archaeology Section will coordinate this work and provide funding for survey work. Some of this funding will be in the form of contracts to do the surveys needed for the preparation of Environmental Impact Statements. Other funding will come from grants given to the schools to pursue specific projects related to the state wide archaeology plan. Five such grants were given in the past year, six will be given in the upcoming year, and additional funding will be needed to bring the number of grants up to eight by 1977. These grants are essential because they represent the only method by which an inventory of the state's archaeological resources can be obtained in a controlled manner. If such grants are not given there will be many parts of the state which will not be surveyed because the state's archaeologist's will lack an incentive for doing the work. When the research interests, teaching duties, and emergency work of the state's archaeologists are taken into account, little time remains for survey work unless the state sets up priorities and funds these projects.

The second area of accomplishment for the coming biennium will be in the delivery of archaeological services. The calls for these services come from the Division of Archives and History, other agencies, and from private companies and individuals. Table one gives some idea of the number of projects which come to the division each year. Not all of these require archaeological work, but any one of them might. As the number of such projects increases, so will the divisional need for archaeological services. The Archaeology Section will need to increase the number of excavations it does at state projects by 20-40 percent in the next two years just to keep up with the increases projected by the Historic Sites Section of the division. It is also expected that calls for archaeological services by the private sector will increase markedly. The Archaeology Section presently reviews about 1,000 environmental assessments a year. This is an increase of 100 percent or more over three years ago. Each of these environmental assessments calls for a visit to the site. Presently the section visits fewer than one tenth

of the sites. Every time a construction project is begun which has not been visited, there is a good chance that archaeological sites will be destroyed. As archaeological sites are among the most nonrenewable of resources, this pattern must be changed. Additional staff and funding are critical if we are to know what is being destroyed each year, let alone do anything about it. The addition of two or three survey archaeologists to the staff in the next two years would allow onsite inspections to be made of about 30-40 percent of the projects which file environmental assessments.

The professional staff of the Archaeology Section can only deliver quality archaeological services if they have the requisit support personnel. All archaeological work requires that reports be prepared and that maps be done. Unless a typist, a surveyor, and a draftsman, at least on a part time basis, can be added to the staff of the Archaeology Section in the next two years the professional activities of the present staff will be seriously curtailed. A surveyor could do a map of an archaeological site in three or four days. If a staff archaeologist had to do the map as well as direct the excavation of the site, the mapping might take six weeks. The same order of time difference would be seen in the drawing of the map and the typing of the report. A similar situation obtains with respect to historical research. Much of the section's work is done at historic sites. Extensive historical research must be done to prepare for the excavation of an historic site. In the past this work has been done by the division's research unit. The time which this unit has been able to give to archaeological projects has always been limited. As the number of state historic sites and state grant in aid projects increases, so will the call on the talents of the Research Unit. This will leave less time which can be spent on archaeologically related research. For this reason a historian should be added to the staff of the Archaeology Section. This might best be done on a sharing basis with the Research Unit.

TABLE 2

Past Performance Indicators and Projections

	1972-73	1973-74	1974-75	1975-76	1976-77	1977-78	1978-79
Interns/Students	0-3	47	30-50	30-50	30-50	30-50	30-50
Field Schools	1	3	3	4-5	4-5	4-5	4-5
Training Sessions	0	0	2	4	4-6	4-6	4-6
Surveys	4	25	30	35	40	45	50
Site Evaluations	7	35	50	150	300	400	400
Excavations	9	23	25	27	28	29	25-30
Reports Completed	6	24	25-30	25-30	30-35	35-40	40-50
Permits Given	9	14	20				
Contracts Let	1	17	20-40	20-40	40-45	40-45	45-50
Contracts Received	0	14	20-40	20-40	40-45	40-45	45-50
Underwater Projects	4	10	15	17	20	25	35

The third area of emphasis for the 1975-1977 biennium is the upgrading of the preservation laboratory and the development of an analytical archaeology laboratory. Both facilities are needed. They are important elements of the archaeology services which the section offers. Arrangements have already been made to increase the usable space at the preservation laboratory by moving in two surplus trailers. This will make possible the moving of the underwater archaeology equipment out of the preservation laboratory and will provide space for a darkroom and analysis area. With the movement of these activities out of the preservation laboratory, there will be room for the new equipment needed to bring the preservation laboratory into full operation. This will remove the bottleneck which prevents full scale preservation work, allow preservation of the several thousand artifact backlog, and open the way for continued expansion of the underwater work.

The analytical laboratory will be established at the Raleigh facility. Archaeologists are making more use these days of the physical sciences to extract data from their materials. Presently there is no place in the state where archaeologists can have soils or artifacts analyzed by an archaeologist. This service is important for the archaeology services subprogram as well as for the other archaeologists in the state. These same kinds of analytical facilities are needed by the North Carolina Museum of History and the North Carolina Museum of Art. It is hoped that a start can be made in the next two years on a combined laboratory which can be used by all within the Department of Cultural Resources.

The fourth area in which major accomplishments are planned for the next biennium is in underwater archaeology. North Carolina may have the richest marine archaeological resources of any state in the country. Like the land sites this material is being rapidly destroyed. There also is very little known of the extent and quality of these resources. Serious survey work must be undertaken in the next two years to inventory this resource. To undertake this task additional

equipment will be needed so that the eight divers on the staff can work underwater.

Both the underwater work and the preservation laboratory need closer supervision than can be given from the Raleigh office. Long distance phone calls and numerous visits are not satisfactory methods for directing these programs. A senior archaeologist with experience in land and underwater archaeology and in preservation work is needed for the Ft. Fisher facility. This person should either replace one of the Raliegh based archaeologists who would be moved to Ft. Fisher, or should be able to spend several months in Raleigh to become familiar with the overall goals and operations of the Archaeology Section.

In each case mentioned above the only viable alternatives to the changes suggested are to leave the archaeology services subprogram unchanged or to curtail its activities. Neither of these would seem to be acceptable alternatives. Both would require that part of the state's archaeological heritage be written of to development. Both would also require that part of the state's need for archaeological services go unanswered or that persons and agencies be required to go out of state to find archaeological help.

It should be evident from the above that the major expansion of the archaeological services subprogram is planned for the next two years. This would redress some of the deficiencies to be expected when a program is begun and would allow the expansion necessary to deal with the present and expected requests for archaeological services.

Budget Increase, 1975-1977

Additional Staff Requested

1975-1976	1976-1977
one senior archaeologist	two survey archaeologists
one survey archaeologist	one historian
one draftsman	one archaeological assistant
one lab supervisor	typist
	surveyor

Additional Funds Requested		Percentage	Percentage
1200	Supplies and Materials	10	10
1400	Travel Expenses	10	10
1500	Printing and Binding	20	25
1600	Motor Vehicle Operation	20	20
1901	Contractual Services	10	15
3100	Equipment	20	20

TABLE 3

Increase In Prices of Supplies and Equipment From 1973 to 1974

Item	1973	1974	Increase
Polyurethane clear plastic finish	$ 2.79 (qt.)	$ 3.09	$ .30
Black polyethylene--100 ft. roll	16.59	17.98	1.39
Roundpoint shovel	3.89	4.09	.20
Wheelbarrow, contractor type	29.44	35.49	6.05
Gasoline (gallon)	.38 (Dec.)	.53 (May)	.15
Stamps	.08	.10	.02
Herculine drafting film--50 yds.	107.16	129.70	22.54
Scriber for Koh-i-noor Rapido-graph pen	8.00	10.00	2.00
Rapido-Eze pen cleaner	5.76 (gal.)	7.20	1.44
K&E graph paper--100 sheets	7.00	8.50	1.50
Lietz transit, No. 550	825.00 (Mar.)	845.75 (Apr.)	20.75

These prices, unless otherwise indicated, show a fall 1973 price versus a spring 1974 price. If a full year were allowed between prices, the differences would probably be even greater.

DIVISION OF ARCHIVES AND HISTORY

ARCHIVAL AND RECORDS MANAGEMENT SERVICES SUBPROGRAM

I. Program Definition

PURPOSE

The purpose of this subprogram is to preserve and make available for use public and private archives and manuscript materials, to administer economical and efficient recordmaking and recordkeeping in state agencies and institutions, and to provide advice and technical expertise to county and municipal governments in regard to the preservation and disposition of local records.

MEANS AND METHODS

The subprogram administers three major programs of the Division of Archives and History and provides management and technical services to all of the elements.

The administration and support element serves as the supervisory, managerial, and planning arm of the subprogram, with responsibility for the smooth operation of the entire subprogram.

The preservation of documentary resources element operates the North Carolina State Archives in which state and local public records and private manuscripts are received and accessioned, arranged and described, and made available for use by researchers. In addition, the element plans and conducts an educational program to acquaint special groups (DAR, etc.) and the general public with the facilities and resources of the State Archives and with means and methods of using archival materials. The element also includes a publication program of circulars which describe special kinds of records and which enable researchers to determine their usefulness.

The services to state agencies element administers a records management program to insure economical and efficient recordmaking and recordkeeping in state agencies, conducts training in modern records management techniques for personnel of state agencies and institutions, operates a state records center in which public records no longer needed in current operations of state agencies are stored and serviced until they may be destroyed or transferred to the Archives, and operates a central microfilming service for state agencies in which records are microfilmed in accordance with approved records retention and disposition schedules.

The services to local agencies element administers a records management program to insure economical and efficient recordkeeping in county and municipal agencies, including the preparation of inventories and schedules and their implementation, transfers records with permanent research and historical value to the State Archives, microfilms county and municipal records for security purposes, and advises local government on recordmaking and recordkeeping systems.

The technical services element provides technical advice and assistance to the other elements, operates a document restoration laboratory, operates a microfilming processing laboratory which is responsible for the technical quality of microfilming programs in the other elements, and conducts a project of microfilming early North Carolina newspapers.

The subprogram and its related elements are located in the Archives and History-State Library Building, with the services to state agencies element

located in the State Records Center at 120 West Lane Street. Three microfilm camera operators who are part of the services to local agencies element work in the field and are paid travel and per diem in addition to salary. All other employees work in Raleigh headquarters.

HISTORY

The North Carolina Historical Commission was established in 1903 and was restructured in 1907. On both occasions, a major part of its responsibilities was the collection and preservation of documentary materials of North Carolina's past; since 1907, such materials have been assembled and made available through the North Carolina State Archives. During this time, a considerable volume of historically important county records were brought into the archives, but the local records program as it is now structured was approved by the General Assembly in 1959. Since then, the local records program has microfilmed important records of all 100 counties, has insured the preservation of security copies of essential records, and has brought thousands of documents and bound volumes into the State Archives.

The state records program originated in 1943 when the Historical Commission began to assist state agencies in disposing of unwanted accumulations of old records. In 1953, the State Records Center was established as an inexpensive warehouse to store records until they could be destroyed or disposed of. The 1959 General Assembly affirmed the responsibility of what was then known as the Department of Archives and History for records management activities, including the operation of the records center and a centralized microfilming service.

In 1961, legislation was enacted broadening the definition of records management responsibilities both for local and state agencies. De facto responsibility for some of these functions as they related to state agencies was transferred by agreement to the Department of Administration July 1, 1970, but was returned by agreement to the Division of Archives and History May 2, 1974.

Technical services as now structured originated with the installation of a Barrow laminating machine in 1950. For several years, the document restoration function was performed as an adjunct to the local records program, but in 1968 the Technical Services Branch was created. The 1959 General Assembly funded the newspaper microfilming project and at the same time equipment was purchased to process both 16 mm. and 35 mm. microfilm. With the move to the new building, all of these separate activities were brought together into Technical services.

STATUTORY AUTHORITY

Statutory authority for the archival and records management subprogram is contained in chapters 121 and 132, General Statutes of North Carolina.

II. Five-year Planning Prospective

A. The effect of inflation on the subprogram.

For several years, increasing costs of supplies used in the subprogram and its elements has had the effect of cutting back on various aspects of it. As the inflationary spiral has increased, the purchasing power of the funds provided for supplies and equipment

has been reduced to the point that there has been an adverse affect on the subprogram. For example, 35 mm. microfilm used in the local records program increased in cost from $4.05 per 100 foot reel in 1972 to $4.70 in 1973. This was a 14% increase representing an additional expenditure of $1,388.00 for the amount of film used in a year. As a further example, acid free legal size folders used to prepare records for the archives cost $36.75 per thousand in 1973 and increased to $51.48 per thousand in 1974. This was a 70 percent increase in price and represents an increase in cost of $589.00 per year.

Boxes used in the services to state agencies element for the inexpensive storage of records in the State Records Center increased in cost as follows:

RECORDS CENTER BOXES

	1969	1972	1973
Letter	$97/M	$112/M + 13%	$156.80/M + 28%
IBM	$46.60/M	$74/M + 37%	$143.75/M + 48%
Check	$68.80/M	$87/M + 21%	$217.95/M + 60%

The cost of photostat paper increased from $38.20 per roll in 1967 to $59.20 per roll in 1974. Since an average of 24 rolls are used per year, this represented an increased supply cost of $504.00. 16 mm. fine grain film used in the state records program increased from $6.00 per 200 foot roll in 1972 to $6.26 per roll in 1973. Approximately 500 rolls are used per year, representing an increase cost of $130.00.

In the Document Restoration Laboratory, cellulose acetate increased from $1.56 per pound in 1970 to $2.06 per pound in 1974. An average of 800 pounds are used annually. At the same time the cost of laminating tissue increased from $14.10 per ream to $20.13 per ream with an average usage of 50 reams per year.

The cost of photocopying documentary materials in the British Public Records Office for the Colonial Records Branch of the Historical Publications Section is borne by this subprogram since the material that is copied is placed in the North Carolina State Archives. A combination of inflation and devaluation of the dollar has combined to reduce the number of photocopies that can be obtained for a given sum of money.

B. Increase the outreach of the subprogram.

This increase may be seen in the following factors and in the following long-range plans.

1. There is a marked increase of interest in local history and genealogy throughout North Carolina. There is a sharp increase in the number of local historical organizations, now totaling 142.

The interest of these local historical organizations is about equally divided between genealogy and historical preservation. Contributing to this growth are the local history and biography courses conducted in the institutions of the community colleges system. During twenty months beginning in September 1972 there have been 58 classes with approximately 1,195 students registered. The subprogram has contributed to these courses by presenting orientation lectures. Between September, 1973, and May, 1974, a total of 19 trips were made to speak to these classes. Another indication of the increase of interest in local history and genealogy is the formation of the North Carolina Genealogical Society established effective July 1, 1974, with approximately 175 members at that date. Membership of 1,000 persons is anticipated by January 1, 1975. The subprogram has contributed to the formation of this society and one of its employees is functioning as secretary.

2. The outreach of the subprogram is being increased by additional educational activities such as seminars, workshops, and institutes. Six day-long workshops have been given in the past twenty months to teachers, librarians, and persons interested in genealogy. In addition, in May 1974 a four-day Institute for Advanced Researchers was given for which a hundred applications were received. Continued emphasis on educational activities is projected for the next five years with an emphasis on institutes for advanced researchers, seminars for beginning researchers, workshops for college faculty members, and the like. Although these educational activities, which also include small class groups of interns, contribute to the outreach of the subprogram, a great deal of personnel time is required for them and as the result of these activities, other work is being deferred or indefinitely delayed.

3. Increased service in the State Archives Search Room is needed. Since moving to the Archives and History/State Library Building in 1968, the number of patrons using the archives Search Room has steadily increased as follows:

Fiscal Year	Number of Visitors	% Increase
1969	5622	
1970	7325	+ 30%
1971	8350	+ 11%
1972	8507	+ 2%
1973	9164	+ 8%
1974	9848	+ 7%

Not only have the number of patrons increased, but the number of records requested for use in the Search Room has also gone up. Activities in the Search Room also include responding to written requests for information. These written requests have increased as follows:

Fiscal Year	Number of Visitors	% Increase
1969	5402	
1970	5484	+ 2%
1971	6233	+ 14%
1972	6939	+ 11%
1973	6791	- 2%
1974	7477	+ 10%

The increased use of the records in the North Carolina State Archives projected over a five-year period indicates that in fiscal year 1978-1979 there will be 17,044 visitors to the Search Room and 10,486 written requests for information.

4. Historically significant research materials are being dispersed by encouraging the sale of microfilm copies. In September, 1973, the subprogram began a movement to place microfilm valuable for historical research purposes in various places throughout the state. The film was sold to the institutions of the community colleges system at a reduced rate in order to facilitate its purchase by the libraries and learning centers. Almost immediately, requests were received from the public libraries of the state for the same arrangement and an agreement was made to furnish the film also to them. By the end of June, 1974, approximately 12,000 100-foot rolls of 35 mm. microfilm had been ordered by the community colleges, technical institutes, and public libraries of the state. The net effect of this program will be to place research materials throughout the state readily available to the citizens who wish to use them. One effect of this program has been the nearly unanimous feeling on the part of the purchasers of the film that a relatively large quantity of additional film should be ordered. This film is being furnished at a slight monetary loss to the subprogram, a loss which is being absorbed in order to facilitate research in records and in materials that are in the North Carolina State Archives that might not otherwise be available to the researchers.

5. Increased outreach of the subprogram may also be seen in a growing number of requests for records management services by state agencies to cope with space limitations in state buildings. State government is growing at an increasing rate and is constantly facing problems of space. The subprogram plans to increase its outreach of service to such agencies by providing additional records management services.

6. Increased outreach can also be seen in an increasing number of requests for the use of the facilities of the State Records Center by regional offices, institutions, etc. Until relatively recently, the State Records Center facilities have been used primarily by state agencies in Raleigh. But now with the development of the regional office concept and increasing problems of records storage in the institutions, requests are being received from those sources for storage facilities in the Records Center.

C. Increase the accessibility of materials in the North Carolina State Archives.

With one or two major exceptions, state agency records transferred to the North Carolina State Archives during the past fifteen years generally have not been properly arranged and described to facilitate their use by researchers. Some of the records that are largely inaccessible for this reason are among the most important for research purposes in the Archives. During the next five years it is hoped that with additional staff members it will be possible to arrange and describe such records as the Superintendent of Public Instruction,

Department of Public Welfare, Secretary of State, and the so-called legislative papers. In addition, there are approximately 5,000 cubic feet of archival materials temporarily stored in the State Records Center which require processing, screening, arranging, and describing in order to make them fully usable.

D. Reorient the local records program to adapt it to the changed situation found in both county and municipal governments.

Although this element will continue to microfilm essential records that are vital to the interest of the citizens of the state, in approximately three years the so-called Phase II aspect of the program will be completed. At that time, the total program should be restructured to assist local governments in the more effective management of their records. This will include the development and installation of modern recordmaking and recordkeeping systems in county offices and the installation of modern records techniques and systems. At the present time, many local governments are virtually at the mercy of vendors and equipment salesmen, and it is essential that the services to local agencies element be prepared to act in an advisory capacity to local government upon the completion of the initial phases of the local records program.

E. Improve the quality of state records while controlling their volume and improving the manner in which they are created and filed.

Since 1963, the volume of records in state agencies has sharply increased each year.

Year	Volume (cu. ft.)
1963	106,205
1964	110,402
1965	115,635
1966	117,049
1967	121,126
1968	127,939
1969	135,990
1970	138,268
1971	151,035
1972	181,658
1973	204,470

Projection of these figures indicates that unless their rate of growth is curtailed, by the end of fiscal year 1978-1979, the volume of state records will increase 328% over the volume of 1963. As the volume of records on hand increases, it is obvious that the cost of recordmaking and recordkeeping in state government is sharply rising. At the same time new and increasingly sophisticated records systems are being developed and adapted for use by state agencies. In order to avoid state government bogging down in paper, it is essential that the manner in which state government records are created, filed, and disposed of should be of increasing concern. This can best be accomplished by a competent staff oriented toward problems of paper and paperwork.

F. Continue to provide service to state agencies through inexpensive records storage.

Since 1963, the volume of records in the State Records Center has increased as follows:

Fiscal Year	Volume (cu. ft.)
1963	26,475
1964	32,981
1965	38,608
1966	43,791
1967	48,375
1968	52,200
1969	56,420
1970	64,084
1971	67,588
1972	72,013
1973	74,854

The volume of records in the State Records Center has increased 283% in ten years. Records are transferred to the center pursuant to the provisions of approved records retention and dispositions schedules. Reference data maintained in the center is being used to renegotiate retention periods and, where feasible, these periods are being shortened. At the same time, increasing demands are received from state agencies to reduce the retention in office areas and to transfer records to the center earlier than provided in the schedules. Modern techniques make it possible to store more records in less space in the Records Center than in office areas. At the same time, reference service is performed on these records at no cost to the originating agency. Approximately July 1, 1976, the Records Center will occupy new quarters on the corner of Blount and Lane Street immediately behind the Archives and History/ State Library Building. This structure will make it possible to provide additional space for the economical storage of records and it is anticipated that use of the Records Center will increase. Increased usage and the continued occupancy of the second floor of the building at 120 West Lane Street will require additional staff.

G. Continue to respond to the needs of clients and users by duplicating microfilm as necessary.

In addition to the duplication of existing film it is anticipated that there will be increased demand for specialized filming of materials for use for research purposes. As the result of our efforts to increase the outreach of the subprogram, it is anticipated that there will be additional demands for the duplication of microfilm for research purposes.

III. Plan for the 1975-1977 biennium

Detailed plans for the 1975-1977 biennium are contained in the statements of the elements of this subprogram.

There are several major changes which are involved in the specific biennium plans.

1. Increased educational and training activities will require that existing personnel resources be diverted from other activities in order to carry on these programs.

2. Additional demands for service in the Search Room of the North Carolina State Archives will require additional staffing.

3. The need to arrange and describe and to make more accessible certain groups of archival materials in the North Carolina State Archives will require personnel resources for this purpose.

4. Increased emphasis on the management of state records and on improving the manner in which they are created, maintained, and disposed of will require additional personnel resources. These personnel resources do not necessarily need to be at the analyst level.

5. Increased service to state agencies through inexpensive records storage will require additional personnel, particularly in view of the impending move of the State Records Center from its present location to the new building immediately behind the Archives and History/State Library Building.

These major changes are the result of increased demands by both state and local agencies and the general public for the services offered by the subprogram. The principal costs will be for additional personnel and for the increased cost of supplies as the result of inflation. Legislative changes will not be required.

The records management activities of this subprogram are affected by the development of management programs, both in state agencies and in local governments. As these governmental areas become increasingly aware of all aspects of management and as records problems become increasingly visible, they will request more and more service from this subprogram. In addition, research activities and genealogical inquiries will continue to increase. All aspects of this subprogram are responsive. That is, it is controlled by requests for service and/or assistance from others. The others are state agencies, local governments, the general public, scholars, etc., to the extent that it serves. This subprogram serves in response to the demands of others.

Archival and Records Management Services Subprogram

Administration and Support Element

I. Program Definition

PURPOSE

This element supervises operations of the state archival and records management programs (both state and local), provides planning and establishes priorities for program implementation, and performs support functions necessary to the efficient management of the subprogram.

MEANS AND METHODS

The staff of the Archives and Records Section, which comprises the archival and records management services subprogram, under the direction and leadership of the chief of the section (who serves as State Archivist), is responsible for establishing procedures and managing operations for public records of state and local governments, private manuscripts, and other materials of historical value. The staff is also responsible for the efficient management of state and local records.

HISTORY

The Archives and Records Section was established as a part of what was then known as the State Department of Archives and History in 1946. The State Records Branch (then called Records Control) was created in 1953 to operate the central microfilming program and the State Records Center. The Section as now structured came into existence in 1959 with approval of the local records program; the Technical Services Branch was created in 1968 upon completion of the Archives and History-State Library Building.

STATUTORY AUTHORITY

Statutory authority for this subprogram and all of its elements is contained in Chapters 121 and 132, General Statutes of North Carolina.

II. Plan for the 1975-1977 Biennium

Present plans for the 1975-1977 biennium do not call for any major change from the plan for the current biennium. There are, however, several areas where increased emphasis and changing priorities will have their effect.

1. Increased outreach and increased service to the people of North Carolina will probably require additional travel. This may be noted in the orientation lectures given to the local history courses in the institutions of the community colleges system and in the urgent requirement for training in new systems to enable both the state and local records programs better to serve state agencies and local governments.

2. The inflationary spiral is, in effect, curtailing certain aspects of the programs administered by the Archives and Records Section. Decisions will have to be made during the 1975-1977 biennium whether these programs will be cut back or whether they will continue at their present or a higher level. All indications are that quantitative elements in the subprogram are increasing. Unless the

difference between the present level of funding and the prospective level of demand is reconciled, aspects of the program that reach the public will have to be further reduced.

3. In an effort to strengthen the relationship between the subprogram and the academic community in Raleigh, it is proposed that a cooperative arrangement be worked out which will permit a student to attend college for a semester and work a semester. This arrangement cannot be carried out without provision of a position which can be used for this purpose. The section has been approached about such an arrangement but has been unable to participate because of the lack of a position to be used.

4. During the 1975-1977 biennium, there will be increased need for technical and professional supervision and planning for increased records management activities both in the services to state agencies element and in the services to local agencies element. It is obvious that records management functions in both elements will assume ever-increasing importance as the paperwork burden becomes increasingly heavy and as more and more records accumulate. It seems probable that the need for records management planning and coordination may assume more and more of the time of the section chief to the end that other functions may suffer. There is need, therefore, for a records management consultant to plan and coordinate records management activities in the state and local records programs.

ANALYSIS OF MAJOR CHANGES PROPOSED

The analyses of major changes proposed in the various elements of the subprogram are discussed in detail in the program plans for those elements.

Archival and Records Management Services Subprogram

Preservation of Documentary Resources Element

I. Program Definition

PURPOSE

The purpose of this element is to acquire and preserve public records and private manuscripts of North Carolina which are of permanent historical and research value to make these records available to the public, to prepare finding aids, guides, and indexes to facilitate the use of the records, to instruct the public in the use of the records, to prepare publications explaining and exhibits illustrative of the records, and to reply to requests for information from the records.

MEANS AND METHODS

PUBLIC REFERENCE: Operation of the Archives Search Room (open 56 1/2 hours per week) which consists of consulting with patrons, retrieving records, copying and certifying records on request, enforcing security and preservation rules, replacing records to their shelves, and replying to requests by mail; preparation of publications explaining the historical significance and the use of types of records; preparation of exhibits to familiarize the public with records; conducting workshops, institutes, and conferences to instruct the public in the use of historical records; addressing interested groups throughout the state on the archives' programs and other more specific aspects of records and historical research.

ACCESSIONS: Records are received in the Archives in accordance with law, by gift, on loan, and occasionally by purchase. Records of state agencies are received by way of the State Records Branch. Records of counties and municipalities are received by way of the Local Records Branch. Other records and historical manuscripts are received from members of the public by negotiation.

ARRANGEMENT and DESCRIPTION: The Archives Branch creates, maintains, and updates finding aids for series of records and collections of manuscripts in the State Archives. Records of state agencies are arranged with regard to archival principles, duplicates and extraneous materials are removed, staples and paper clips are removed, records are foldered in acid-free folders and placed in acid-free fibredex boxes, the folders and boxes labeled, and a finding aid prepared. Non-governmental records and manuscripts are arranged either chronologically or in some other appropriate manner and foldered, labeled, boxed, and described. Index cards are prepared during the description process to permit entry to a collection by subject, date, etc., and placed in card trays in the Search Room. The descriptions of all records and manuscripts are placed in registers in the Search Room for the use of the public.

HISTORY

Responsibility for the care and preservation of the Archives of the State of North Carolina was removed from the office of the Secretary of State and placed with the North Carolina Historical Commission in 1903. In 1943 the name of the Commission was changed to the State Department of Archives and History, an independent agency in which the Archives became a section. In 1971 the State

Department of Archives and History became an Office under the Department of Art, Culture and History; and in 1973 became a Division of the Department of Cultural Resources.

Statutory Authority

General Statutes of North Carolina, Chapter 121.

II. Plan for the 1975-1977 Biennium

SEARCH ROOM OPERATION: The Archives Search Room has become increasingly difficult to operate over the years as a result of a 15-20% per year increase in demand for services, and, more recently, as a result of the need for increased security. It is the intention of the Archives to maintain its present level and quality of services in 1974-75 and the 1975-1977 biennium. As a result of suggestions by the Governor's efficiency study and the experience of a major robbery in June 1974, security for the Archives must be increased. To maintain services and provide adequate security, the Search Room should have an additional Archivist I and a closed circuit TV surveillance system.

In July 1973 a major fire in the National Personnel Records Center (military) in St. Louis destroyed in excess of 80% of the military records of servicemen from the period from before World War I through 1964. Military records for most North Carolina servicemen are available at the Archives, and the Archives has cooperated with the federal government in providing proof of service. The requests, which have steadily increased, are currently arriving at the rate of five to seven per day and require approximately two hours of one person's time to fulfill.

The demand for service in the Search Room is seasonal, with the greatest demand in the period of May through September. Since 1971, the peak period of demand has been met with part-time student help. It is anticipated that the seasonal peak can be met in this manner for an indefinite number of years.

Search Room Operations

	FY1969*	FY1970	FY1971	FY1972	FY1973	FY197
sitors to Search Room	5622	7325	8350	8507	9164	9848
tters Received by Search Room	5402	5484	6233	6939	6791	7477
nual Numerical Change						
Visitors	base	+1703	+1025	+157	+657	+684
Letters	base	+82	+749	+706	-148	+686
nual Percent Change						
Visitors	base	+30%	+14%	+2%	+8%	+7
Letters	base	+2%	+14%	+11%	-2%	+10

*Operations moved to new facility

1969-1974 Visitors +4226/pa ; +75%
Letters +2075/pa ; +38%

ICONOGRAPHIC RECORDS: The Archives assumed the responsibility for the maintenance, servicing, and reproduction of the collection of iconographic records of the Department of Cultural Resources on July 1, 1974. At the time of this writing the extent of this responsibility is unknown, but it is assumed that certain additional equipment will be necessary to carry out this function.

STATE AGENCY RECORDS: The very large collection of records of state agencies currently in the Archives have been acquired continuously since 1903. The vast majority of these records were placed in the Archives prior to 1960 and are not arranged, described, or foldered according to modern archival standards. While recognizing that the reworking of these records is a long term project, it would be desirable to begin the process as soon as possible by adding an Archivist II and an Archivist I to the staff to begin training for the task.

1) Volume of state agency records scheduled for transfer to the Archives: 3,846.8 cubic feet.

2) Volume of state agency records accessioned by the Archives but housed in the Records Center: 1,075 cubic feet.

3) Volume of state agency records currently stored in the Archives: 9,147.5 linear feet.

4) Volume of state agency records in the Archives in need of reworking: 3,818.5 linear feet.

Adjutant General - 60 ft.
Agriculture - 123 ft.
Archives and History - 288 ft.
Auditor - 252 ft.
Conservation and Development - 87 ft.
Education - 814 ft.
Health - 72 ft.
Highway Commission - 51 ft.
Justice Department - 130 ft.
Legislative Papers - 705.5 ft.
Local Government Commission - 82 ft.
N. C. Board of Photographic Examiners - 12 ft.
N. C. Railroad Company - 187 ft.
Planning Board - 33 ft.
Prison Department - 33 ft.
Secretary of State - 583 ft.
Social Services - 306 ft.

The following list of records are ready for transfer to the State Archives:

Department of Administration	88.0 cubic feet
Department of Agriculture	133.2 cubic feet
Board of Alcoholic Control	25.0 cubic feet
State Auditor's Office	79.1 cubic feet
Archives and History	38.2 cubic feet
*(Tobacco Growers Co-Op)	165.0 cubic feet
*(Utilities Commission)	228.0 cubic feet
*(Emergency Relief Administration)	682.0 cubic feet
Banking Commission	280.0 cubic feet
Commission for the Blind	25.6 cubic feet
Community Colleges	6.0 cubic feet
Conservation and Development	171.0 cubic feet
Board of Dental Examiners	1.0 cubic feet
Curriculm Study Commission	11.5 cubic feet
State Board of Education	266.5 cubic feet
State Board of Elections	20.0 cubic feet
Employment Security Commission	9.0 cubic feet
Embalmers and Funeral Directors	.5 cubic feet
Board of Higher Education	24.0 cubic feet
Highway	481.2 cubic feet
Hospitals Board of Control	11.0 cubic feet
Insurance Department	235.0 cubic feet
Department of Justice	97.2 cubic feet
Judicial Department	11.0 cubic feet
Labor	63.0 cubic feet
Local Affairs	44.0 cubic feet
Medical Examiners	22.0 cubic feet
Medical Care Commission	10.0 cubic feet
Mental Health	33.6 cubic feet
Merit System Council	8.0 cubic feet
Milk Commission	33.0 cubic feet
Motor Vehicles	73.0 cubic feet
Board of Nursing	16.0 cubic feet
Board of Pharmacy	1.0 cubic feet
Ports Authority	23.0 cubic feet
Prison	4.0 cubic feet
Public Instruction	767.3 cubic feet
Social Services	51.6 cubic feet
Supreme Court	15.0 cubic feet
Recreation Commission	5.5 cubic feet
Rural Electrification Authority	35.0 cubic feet
Rural Rehabilitation Authority	59.0 cubic feet
Utilities Commission	133.5 cubic feet
Tax Research	33.0 cubic feet
Secretary of State	33.0 cubic feet
Veterans Commission	1.0 cubic feet
Water and Air Resources	89.0 cubic feet
Wildlife Resources	16.0 cubic feet
Health	263.3 cubic feet
TOTAL	4,921.8 cubic feet

*Accessioned by the Archives

SEARCH ROOM OPERATIONS ON NIGHTS AND SUNDAYS: Pressure from the public has been great in favor of keeping the Archives Search Room open on nights and Sundays. Problems of staffing, security, and physical arrangement of the building have prevented such a move to date. Considering the demand, it would be desirable to operate the Search Room until 10:00 on weekdays, and from 2:00 until 10:00 on Sundays. In total, this would involve remaining open an additional 33 hours per week, would demand two additional Archivists I, and would require extensive structural alterations to the facility.

EDUCATIONAL FUNCTIONS: Since 1971 the Archives has conducted workshops, conferences, and institutes for the instruction of other archivists and members of the public. In addition the Archives teaches a graduate course in Archival Administration through North Carolina State University and provides speakers for the Department of Community Colleges statewide program on Local History and Biography. The Archives also provides speakers for clubs, organizations, schools, and colleges as requested. It is the Archives intention to expand its educational offerings in Raleigh and to continue the courses, workshops, conferences, and institutes currently available. These undertakings are not expensive insofar as cash outlay is concerned since tuition and fees are charged to defray tangible expenses. On the other hand, a large number of man hours are devoted to the administration, preparation, and execution of this program. If staff, as requested, is made available for other aspects of the Archives operations, it is not likely that additional staff will be necessary to carry out the current and planned educational functions of the Branch.

Educational Activities FY 1970-1974

PROFESSIONAL-ARCHIVAL	Archives Staff Involved	Number of People Served Per Visit or Per Annum	Total
Archives Administration Course (NCSU)	approx. 10pa	approx. 12pa	60
Short Course on Archival Administration (1974)[1]	5	3	3
Conference (South Atlantic Archives and Records Conference, 1973)[2]	60	130	130
Archivists on training visits (usually 3-5 days) (1970-1974)[3]	approx. 4 per visit	approx. 40	40
Interns on educational visits(including NCSU course)[4]	approx. 4 per visit	14pa	70
Consultations[5]	2 per visit	3 per visit	20
Professional meetings attended[6]	20pa	--	--
Training workshops for teachers-approx. 3pa	5	20 per visit	180
Training workshops for librarians (1974)	5	40	40
Sub-total	110		543
PUBLIC and HISTORICAL			
Community Colleges program on Local History and Biography (mostly speakers)	5pa, approx 20 visits pa	25 per visit	500
Institute for Advanced Researchers (1974)	10	30	30
Workshops-usually 2 held per year	5	60 per session	180
General Speeches-usually special interest groups	5pa	wide variation	500
Culture Week Programs (usually attended by staff)	30	--	--
N. C. Genealogical Society (organization and speakers)	4	200	200
EXHIBITS			
Historical-usually 2-3 prepared per annum	5	unknown	unknown
Archival-usually 2 prepared per annum	2	unknown	unknown
PUBLICATIONS			
Approximately 3 prepared per annum	5	unknown	unknown
Sub-Total	71		1510
Grand Total	181		2053

FOOTNOTES

1. Representing Bowman Gray School of Medicine and the Historical Foundation of the Presbyterian Church (South).

2. Representatives from the National Archives, the states of Virginia, Georgia, South Carolina, Florida.

3. Including representatives from Spain, Thailand, the Bahamas, England, the National Archives, and others.

4. Including N. C. state government interns, Converse College, Mars Hill College, and others.

5. These usually relate to the creation of programs or the building of structures, and include the states of Florida, Maine, Tennessee, Kentucky, the corporation of Pinehurst, Bowman Gray School of Medicine, the Historical Foundation of the Presbyterian Church (South), the Kennedy Library, and others.

6. Including the annual meeting of the Society of American Archivists, the National Microfilm Association, Records Management meetings, the South Atlantic Archives and Records Conference, the American Historical Association, the International Conference on Records in Russia.

Archival and Records Management Services Subprogram

Services to State Agencies Element

I. Program Definition

PURPOSE

The purpose of this element is the efficient and economical management of the creation, maintenance, and disposition of state government records and the preservation of those with historical value.

MEANS AND METHODS

To carry out the program as defined by law, staff inventory then appraise agency records to determine administrative, legal, fiscal, research or historical values and uniqueness. The records are then analyzed to establish retention periods in terms of agency needs, pertinent program criteria, and statutory requirements. The description of the records series, retention periods, and disposition instructions are then written into a records retention and disposition schedule. Vital records essential for substantive purposes or representing the rights or obligations of the State or individuals are scheduled for preservation on security microfilm. Records not needed in the agency for daily operations but which must be retained for lengthy periods of time for resource, legal, or fiscal purposes are scheduled for transfer from costly office space to low-cost storage in the State Records Center. Those records which are of no value after a specified period of time or the occurrance of a certain event are scheduled for destruction in the agency or Records Center, as appropriate. Records appraised to have historical value or one of a kind uniqueness are accessioned by the State Records Center for archives when the official or administrative uses have been fulfilled.

The records management staff gives advice and assistance to public officials and agencies on control of the creation, utilization, maintenance, retention, preservation, and disposal of records. They conduct training in schedule operation and records disposition procedures, amend schedules to include records documenting new or changed agency functions or organization, and devise file plans and recommend storage systems to meet agency requirements and facilitate schedule operation.

The Central Microfilm Unit operates a microfilm service for the preservation of essential and historically valuable agency records. Records are repaired, arranged, identified to insure admissibility as evidence at law (G. S. 8-45.1), microfilmed and proofread. Then use, reference, and security copies are dispersed as scheduled to the agency, the archives, or the security vault, as appropriate. Staff indexes, maintains, and provides reference service to the security copies of reel and aperture card files of microfilmed records. They give advice and technical assistance on microfilm equipment, operation, and maintenance to agencies when requested.

The Records Center staff operates and manages the State Records Center as a low-cost repository for the semiactive records of state agencies. They perform reference services on the records stored, assist agencies with transfer procedures, and destroy or dispose of records in the Center when scheduled for accomplishment.

The disposition specialist staff monitors, coordinates, and assists agencies in the overdue transfer and destruction actions to be accomplished to place

schedules on a current basis and to insure consistent future schedule compliance.

HISTORY

The microfilm project was begun in July, 1951. The records management responsibilities were added by legislation in 1959 and 1961 although the records control functions leading to the creation of records disposition schedules had begun in the late 1940's.

The State Records Center began operation in 1953. It was modified to increase capacity in 1969.

Statutory Authority

Authority and responsibility for the State Records program are contained in Chapters 121 and 132 of the General Statutes.

II. Plan for the 1975-1977 Biennium

A. The plan for the 1975-1977 biennium is to continue to conduct records management programs for the identification, retention, protection, maintenance, preservation and disposition of state agency records; to devise and install filing systems for their systematic storage and retrieval; and to advise and assist public officials and agencies in matters relating to records management and modern recordkeeping techniques.

Performance indicators for the Records Management element are:

Performance Measures	FY1971-72	FY1972-73	FY1973-74
Number of agencies scheduled	79	79	81
Cubic feet of records inventoried	12,019.4	3,500	10,515
Major schedule revisions completed	2	2	5
Schedule amendments completed	70	54	48
Agency assistance visits made	148	128	342
Agency training seminars conducted	9	5	10
Files studies completed*	*	*	*
Filing systems installed*	*	*	*

*Functions transferred to Department of Administration July, 1970; returned May, 1974.

B. To initiate a program to identify all semiactive and noncurrent records and records which are scheduled for destruction in state agencies which have not been disposed of as scheduled; to notify, coordinate, and assist agencies in bringing their scheduled disposition actions up-to-date; to establish and maintain a follow-up annual plan of disposition for each agency with periodic reminders, personal follow-up visits, and a system of reports detailing goals and accomplishments.

Performance indicators for this facet of the records management element are:

Performance Measures	FY1970-71	FY1971-72	FY1972-73
Cubic feet disposed of	28,211	23,531	24,317
Volume in state agencies	218,623	253,671	279,314

C. To continue to operate the State Records Center as a low-cost repository for the semiactive and noncurrent records of state agencies by transferring from office of origin to the Records Center those records which no longer have current active use in agencies but which must be kept temporarily or permanently for administrative, fiscal, legal, or historical purposes; to provide reference services to state agencies about their records in the Records Center; and to dispose of records, as scheduled, by transfer to the Archives or by destruction.

Performance Measures	FY1971-72	FY1972-73	FY1973-74
Volume of records received	12,385	11,233	13,360
Volume of records destroyed	7,932	8,232	16,044
Volume of records accessioned for Archives	28	554	37
Volume of records stored	72,013	74,854	72,167
Requests for service	-	55,536	64,991
Documents retrieved	68,300	95,038	69,431
Documents refiled or interfiled	85,526	67,418	68,856
Ratio of clerks to cubic feet of records serviced and stored	1:22,529	1:24,044	1:24,951

D. To continue to provide state agencies with facilities and services for microfilming public records; to produce a central microfile of engineering plans and drawings; and to preserve and protect essential records on security microfilm in accordance with records disposition schedules.

Performance indicators for the Central Microfilm program are:

Performance Measures	FY1971-72	FY1972-73	FY1973-74
16 mm. microfilm images filmed	3,107,155	1,843,468	2,888,811
16 mm. reels produced	1,461	1,368	1,616
35 mm. microfilm images filmed	25,539	56,117	35,040
35 mm. reels produced	53	133	158
Cubic feet of records prepared and filmed	-	763	751
Number of reels proofread	-	-	1,851
Aperture cards prepared	-	49,000	48,641

To operate the plan for 1975-77 will require increases in personnel, equipment, and funds if present levels of services, production, and assistance to agencies are to be sustained.

The records management staff of four have a workload of 18 departments, 31 independent state boards, the regional, district, and field offices of state government, and the institutional, hospital, sanatoria, and university systems of the state. Each analyst is responsible for the scheduling, filing, disposition, or preservation of over 69,800 cubic feet of records. This is the equivalent of 9,975 four-drawer file cabinets and is beyond the present authorized staff. Additionally, the reorganizations of 1971 and 1972 have rendered virtually every one of the 82 records disposition schedules written since 1958 obsolete. Sixty-one of the schedules were written before 1968 and need major revision on the basis of age alone. Again, this cannot be accomplished within present staff resources. At least two analysts and two records management technicians should be added to the present staff in the 1975-77 biennium.

The typing workload of four records management analysts, the branch head, and two units is borne by one Stenographer II and a temporary typist. It is essential that records schedules be finished and implemented with a minimum of delay to insure they do not become obsolete before delivery. An additional permanent typist II should be authorized to meet production requirements, provide two-deep manning, and continuity during illness or leave of the single authorized stenographer.

The Records Center staff of three technicians are servicing an average of 70,000 cubic feet of records, a ratio of one reference technician to 23,333 cubic feet. A recent survey of 17 state, city, and private industry centers reports the average ratio to be one person to 10,500 cubic feet. Our reference staff is carrying a double workload by this standard.

In 11 months of FY1973-74, over 130,000 reference services were performed for state agencies with records in our center. This is 14,446 services per month, reflecting a ratio of one reference to every 5.92 cubic feet of records stored. A ratio of one reference to 20 or less cubic feet stored reflects almost fully active records rather than the semiactive records usually placed in records centers. With the construction of new state buildings, space has

been substantially reduced compared to the older office facilities being replaced. Agencies in increasing numbers are requesting more space for more active records in the Records Center, as is evident from our reference ratio. If we do not provide space, they are renting warehouse areas. These considerations and the move to a new Records Center with seven operational levels and over 120,000 cubic feet capacity around July, 1976, will require six additional staff members for the Center.

To continue operations at present levels will require an increase of 14 percent for supplies the first year and 20 percent the second year of the biennium to meet the rising cost of paper products experienced since 1970. The cost of Records Center boxes has increased from $112/M in 1972 to $156.80/M in 1973 for letter-size, from $74/M in 1972 to $143.75/M in 1973 for IBM-size, and from $87/M in 1972 to $217.95/M in 1973 for check-size boxes. Box labels have increased in price from $2.25 per roll in 1970 to $4.94 per roll in 1974. Scotch tape, masking tape, and double-faced tape used to repair documents for microfilming have increased an average of 5 percent in the last year. Film is predicted to rise 6 percent in cost during the next fiscal year, however, the increasing problem of securing bids for paper could cause a decreasing supply of microfilm and resultant higher cost as industry turns to film as an alternative to paper.

The move to the new Archives Annex and Records Center Building will require additional funds for commercial moving of some 40,000 cubic feet of records around July, 1975. The quotation received for the service is $10,000 with a one percent per month cost of living increase for planning purposes.

Additional personnel are needed in the Central Microfilm Project. The loss of two experienced microfilmers due to transfer and retirement and the inability to match their production with novice replacements, the establishment of systems filming of the Central Microfile for engineering plans and drawings, the increasing volume of requests for copies of microfilmed records, and the requirement to bolster the Records Center staff from this unit's resources have all contributed to the decreasing image count noticeable in the performance indicators for this function. The Microfilm Unit has the same number of personnel authorizations as they had when they were first established in 1953 despite the growth in number of state agencies and volume of state records. There is a continuing backlog of 5,000 cubic feet of records scheduled to be microfilmed in the Records Center which cannot be accomplished if current demands for microfilming are to be met. Without some depth to take up the work of microfilmers on leave or absent because of illness and without a reasonable chance to accomplish the workload on hand, this program will continue to be unable to provide the service it should. Three additional microfilmers, two in the first year and one in the second year of the biennium, are required.

Because of staff and equipment limitations in the Central Microfilm Unit, more and more agencies are buying microfilm systems of their own or are entering into agreements for microfilming services from private vendors. This often results in an unsound system operated by non-professionals usually with spare-time clerks. Most of the systems sold to agencies are grossly beyond the simple, less expensive equipment needed. After purchasing microfilm equipment, agencies then become aware of the laws pertaining to certification, the need to proofread film and the additional funds needed for splicers, microfilm readers, printers, and storage cabinets. Leased services can be performed well, yet we have refilmed hundreds of cubic feet of records that could not be read on the microfilm produced

by private vendors. Few will match the archival standards of our agency.

The Central Microfilm Project should by definition be able to provide high quality, prompt, and reasonably priced microfilm services to state agencies. Without sufficient personnel and without modern equipment, this cannot be done.

Archival and Records Management Services Subprogram

Services to Local Agencies Element

I. Program Definition

PURPOSE

This element administers a program of assistance to county, municipal, and other local government agencies in all matters relating to the creation, utilization, maintenance, preservation and disposal of public records and assures the permanent preservation of local records of significant historical, research, and administrative value.

MEANS AND METHODS

The local records program is one of benefit to the people of North Carolina either directly or through their various local officials. It assists local officials in disposing of public records no longer in current use, thereby freeing space for essential records; it keeps local officials abreast of technological advances in records creation and in records systems; and it provides security to records which establish personal rights and privileges and evidence human activity.

To carry out this program as required by law, this element conducts a records management program for local governments, including inventorying and scheduling county and municipal records for permanent retention or ultimate disposal. It receives original records which have enduring historical value but are of no further administrative use, or have only limited use, in the original offices and appraises, arranges, describes, and transfers them to the State Archives.

It microfilms records of permanent value which continue to be used frequently so that they may safely remain in the origin offices and edits, splices, describes, stores, and services the film as required. It receives microfilm created by court officials under the auspices of the Uniform Judicial Act of 1965, and from other local officials, maintains accurate records of the same, and stores and services the film.

Element staff works with local agencies assisting and advising them on establishing new systems, or improving existing systems, of recordkeeping and related matters including the creation, maintenance, and disposition of records, and choices of paper, ink, and other equipment and supplies.

HISTORY

Although the loss of so many records by counties and municipalities had been a chief concern of this division since 1903, it was not until 1959 that legislation which provided funds for a state-wide program of security for local records was enacted. The resulting program was generally referred to as the security microfilm program and included the inventorying and scheduling of local records, repairing as necessary, and microfilming the records classified as permanently valuable. In July, 1959, the Local Records Branch was established in the Archives and Records Section to administer the program.

In 1961, the General Assembly enacted legislation requiring the department to administer a program of records management to local government agencies. The branch, with these added duties, was organized to perform five major functions:

1. Conduct inventories and schedule records of local agencies.

2. Restore by lamination and rebinding records in need of repair (this branch continues to select the records, but the document restoration function was transferred to Technical Services Branch in 1969).

3. Microfilm records selected for the security program, inspect, splice in corrections, and describe the film, index and safely store security negatives and provide microfilm copies of records of high research value for public use in the State Archives.

4. Accept original records from local officials, appraise, arrange, describe, and transfer them to the Archives Branch.

5. Advise and assist local government officials in all phases of their records making and keeping activities.

In March, 1971, the original phase of the microfilming program ended with the filming of the records of the 100th county. A new phase (phase II) began at that time and continues. It is concerned with microfilming those records of permanent value created since the previous such visit to a county. All other work in the branch continues as outlined.

STATUTORY AUTHORITY

The functions performed by the Department of Cultural Resources with respect to public records, and the authority therefor, are covered in general in Chapters 121 and 132 of the General Statutes of North Carolina.

II. Plans for the 1975-1977 Biennium

The Local Records Branch expects to accomplish the following measures of work during the biennium.

1. Microfilm for security 8000 volumes (3600 reels) of permanently valuable records in 41 counties.

2. Make assistance visits to 120 local agencies.

3. Attend 10 meetings and conferences of local officials.

4. Appraise, arrange, describe, and transfer to the State Archives 1800 fibredex boxes of permanently valuable records.

5. Appraise, arrange, describe, and transfer 360 volumes of permanently valuable records to the State Archives.

6. Inspect, splice, arrange, describe, index, and store in the microfilm security vault 7200 reels of permanently valuable records of local agencies. Prepare transfer records for the same.

7. Inspect and accept for repair 170 volumes of permanently valuable records from local agencies.

Performance Indicators

	1973-74	1974-75	1975-76	1976-77
Counties Microfilmed	21	18	20	21
Records Microfilmed				
Volumes	4640	3700	4000	4000
Reels	1923	1700	1800	1800
Microfilm Received from other Sources	2077	1800	1800	1800
Microfilm Inspected, Spliced, Indexed, etc.	2848	3200	3600	3600
Volumes Arranged, Described, and Transferred	710	400	200	160
Unbound Records Appraised, Arranged, Described, and Transferred (Fibredex Boxes)	596	900	900	900
Assistance Visits to Local Governments	35	60	60	60
Visits to Meetings of Local Officials	4	5	5	5
Records Repaired and Rebound	78	80	85	85

ANALYSIS OF MAJOR CHANGES PROPOSED

There is no major change proposed in the 1975-1977 biennium; however, records management problems in the various agencies of municipal government will demand a greater portion of the branch's time. Too, with the pressures of expanding operations on local officials necessitating the latest in recording systems, etc., it is essential that staff members keep abreast of the equipment market and the latest in records keeping methods. Further, by the end of 1977, the current phase of microfilming operations will be nearing completion. The branch will have to develop plans for personnel and equipment for continued service to local agencies.

In meeting our obligations in the first instance, it will be necessary for staff members to spend considerably more time in the field, which will increase travel expense. Concerning the second, it is important that staff personnel attend equipment exhibits and seminars devoted to the various areas of records management in order to properly and correctly advise and assist local agencies in finding accurate solutions to their various records problems. This involves funds for registration, membership fees (in some instances), and travel expense to attend the functions.

The cost for essential supplies for the branch have escalated tremendously in recent weeks and are expected to continue upward. The document cases have increased by 13 cents per box; legal-size document folders by 1.473 cents per folder; microfilm by 65 cents per reel; and book binding cost is up by $30 per month.

Examples of Increased Supply Costs

DOCUMENT CASES

Prior year cost: $ .75 per box in 1000 quantity order

Current cost: $ .88 per box in 1000 quantity order

Number of fibredex boxes used in 1973: (estimated) 1200 boxes

1200 boxes x .75 = $900.00

Number of fibredex boxes to be used in 1974-75: (estimated) 1200 boxes

1200 boxes x .88 = $1056.00

Increased cost: $156.00

Increased cost percent: 17%

Microfilm

Average reels per month microfilmed: 178

Estimated reels per year: 178 x 12 = 2136

Cost of film per reel 1972: $4.05

Cost of film per reel 1973: $4.70

Increased cost per reel: $ .65

Percent increased cost per reel: 14%

Estimated cost prior year: 2136 x 4.05 = $8651.00

Estimated cost current year: 2136 x 4.70 = $10,039.00

Increased cost per year $1388 - based on current expenditures

Shaw Walker Legal Size Folders

Cost per thousand 1973-1974 in 25,000 lots: $49.00 less 25% = $36.75

Cost per thousand 1974-1975 - $64.35 less 20% = $51.48

New increase in cost per thousand folders: $14.73

Estimate of folders used in 1973-1974: 40,000

Net increase per year: $589.00

Plastic Film Cases

35mm film cases: $ .20 each

An estimated 7000 needed for Local Records per year: 7000 x .20 = $1400.00

Plastic film clips: $6.00 per thousand - 7000 x 6.00 = $42.00

Total Cost: $1442.00

Cases needed for Library and Community Colleges projects:

An estimated 6000 additional cases: 6000 x .20 = $1200

Plastic film clips: $6.00 per thousand - 6000 x 6.00 = $36.00

Total Cost: $1236.00

Total: $2678

Note: This price is subject to extreme increase in price based on other plastic and petroleum related product increases.

Archival and Records Management Services Subprogram

Archival Technical Services Element

I. Program Definition

PURPOSE

The purpose of this element is to assist in the restoration and duplication of state, local, and private records of administrative, historical, and research value, and to make available, at reasonable cost, microfilm editions of North Carolina newspapers.

MEANS AND METHODS

To carry out the purpose of restoration, the Document Restoration Laboratory, utilizing the Barrow method of lamination, repairs and restores deteriorating records, manuscripts, newspapers, and other materials. Thus many disintegrating volumes and boxes of loose papers, which otherwise could not be researched, are returned to useful life. These records are selected from among the many collections of the Archives. Others are brought into the laboratory through the county records program. Colleges and universities of the state, and the general public as well, are invited to use the services of the laboratory for a fee.

The Microfilm Processing Laboratory assists the other elements of this subprogram in the preservation and duplication of valuable records through its work of processing, printing, and testing all microfilm generated by these elements. The laboratory has the ultimate responsibility for the technical quality of broad-scaled microfilming in and for state and county governmental units. Staff members serve as technical advisors in all matters relating to microfilm production both in the Archives and Records Section and in other state and local agencies served by the section. The staff assist in the training of camera operators and in the maintenance of all microfilm equipment operated by section personnel. Additionally, the laboratory produces all photostat copies and paper print-outs from microfilm, and performs microfilming for public orders and internal projects.

The Newspaper Microfilm Project contributes to the preservation of the history of the state through the production of microfilm editions of North Carolina newspapers. In the preparation of an edition, the staff performs county by county inventorying for newspapers, collection of material, arrangement, microfilming, and final description. To publicize its work the Newspaper Project publishes and periodically updates North Carolina Newspapers on Microfilm, a catalog which lists all microfilm editions available for sale.

HISTORY

The Newspaper Microfilm Project was initiated in 1959 to inventory and microfilm the newspapers of the state in recognition of the enormous value of these newspapers as historical source materials. By 1968 virtually all known titles of North Carolina newspapers published before 1900 had been microfilmed, including more than 1,000 titles. In 1969 the project expanded its program to include twentieth century papers, and in 1972 modified its schedule for microfilming to conform with a county by county inventory.

The Microfilm Processing Laboratory was created in 1959 in order that the Division of Archives and History could handle its own microfilm projects and program commitments which involved microfilming with the greatest possible efficiency and economy. In 1969, the responsibility for producing photostats and paper print-outs from microfilm for public orders and internal use was assigned to the laboratory.

The Document Restoration Laboratory was set up on a modest scale in 1950 to repair and restore to useful life deteriorating records from among the Archives' various collections. The unit was expanded in 1959 when the Local Records Program was created, and the laboratory served as an integral part of that program for a number of years.

In 1968, these units were brought together to form the Technical Services Branch.

STATUTORY AUTHORITY

The technical services element functions as an integral part of the preservation and management programs carried out by the Local Records Element and the State Records Element, as authorized in chapters 121 and 132 of the General Statutes of North Carolina.

II. Plans for the 1975-1977 Biennium

The Newspaper Microfilm Project expects to accomplish the following measures of work during the biennium:

1. Inventory and microfilm to 1950 the newspapers of the following eight counties: Johnston, Currituck, Hyde, Dare, Caldwell, Catawba, Craven, Alexander

2. Produce approximately 400 reels of newspaper microfilm

3. Revise the catalog North Carolina Newspapers on Microfilm

The Microfilm Processing Laboratory expects to accomplish the following measures of work:

1. Process all microfilm generated within the Archives and Records Section, both for internal use and public order as follows:

	1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
	actual figures			estimates		
Reels processed	6,460	6,031	7,435	8,000*	8,000	8,000
Footage "	613,950	578,850	721,390	800,000*	800,000	800,000

*Estimates on processing totals are calculated on the basis of existing staff. See number 2 immediately following.

2. Print all duplicate microfilm copies for public orders and internal use, together with all copies ordered by the North Carolina State Library and Community Colleges as authorized by a special cooperative project. (Duplicates normally account for approximately 20 percent of the processing total. Because of the special project listed above, however,

the laboratory has on hand orders for more than 8,000 reels (800,000 feet), which is the rough equivalent of an entire year's processing total. In the face of this crisis, it is anticipated that temporary assistance will be applied for. The uncertainty of future action, however, makes it difficult to project accurate processing totals for the current fiscal year and for the 1975-1977 biennium.)

3. Produce all photostats and paper print-outs from microfilm, and microfilm materials for the Archives and for the public indicated as follows:

	1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
	actual figures			estimates		
Photostat copies	4,517	5,327	5,595	5,800	6,000	6,300
Paper print-outs from microfilm	1,431	1,418	1,320	1,400	1,430	1,450
Images micro-filmed	154,484*	73,391	53,338	60,000	63,000	65,000

*A special project utilizing additional temporary personnel is responsible for the high total.

The Document Restoration Laboratory expects to accomplish the following measures of work:

1. Repair and restore by lamination deteriorating paper records, including county and other official records and materials laminated for individuals and institutions for a fee, indicated as follows:

	1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
	actual figures			estimates		
Archives records restored	58,486	51,514	45,802	50,000	52,000	54,000
Records restored for public	13,084	11,666	9,116	9,000	8,800	8,600
Number of individuals and institutions served	147	138	105	100	95	90

ANALYSIS OF MAJOR CHANGES PROPOSED

The Technical Services Element has been hampered in carrying out its functions because of general inflation in the cost of supplies, particularly those supplies derived to any degree from petroleum. Paper costs also have soared.

For the Microfilm Processing Laboratory, rapid increases in the price of microfilm (polyester base) and in the prices of duplicating paper for the photostat duplicator and for the microfilm reader-printer have caused occasional delays in the completion of large orders whenever stocks of these supplies have become

depleted before appropriate budget monies become available. Likewise, in the Document Restoration Laboratory, increases during the fiscal year in the cost of the acetate film and the special papers used in the lamination process continuously threaten to impede the operation of the laboratory.

The element needs a system of funding for supplies which take into account price rises from year to year as well as during the fiscal year itself. It needs a system whereby adequate quantities of supplies vital to its operation can be purchased without costly delay. An arrangement which would permit the return of some portion of the receipts from sales into the supply budget would prove helpful.

The Microfilm Processing Laboratory faces a crisis due to the unusually large number of orders for duplicate microfilm received as a result of special projects being undertaken by the North Carolina State Library and the community colleges system. The laboratory has on hand orders for more than 8,000 reels (800,000 feet) of duplicate microfilm. (The normal annual total output of duplicate is only 1,500 reels (150,000 feet) approximately. It is proposed that temporary clerical personnel be made available to supplement the regular staff in order that this tremendous quantity of microfilm can be reproduced during fiscal year 1974-1975.

The element continues to suffer from the lack of regular secretarial assistance. The typing of correspondence, reports, memos, labels, microfilm edition descriptions, and the like, must be performed by the archivist and by technicians generally untrained, and certainly overpaid, for this kind of work. The typing of labels for microfilm boxes is a particularly onerous task for the Microfilm Laboratory staff. The annual average is more than 1,500 labels, but the staff has a current backlog of more than 8,000 labels to type due to the special project mentioned above. Telephone calls (30 calls is the approximate daily average, 7,500 the annual average) distract the staff, often in the midst of complex machine operation. It is proposed that some form of secretarial assistance be considered for the near future.

In the instance of supplies, adequate funding will assure that no orders received for duplication or lamination will be delayed or denied because price increases have exhausted budgeted funds. Moreover, adequate funding will permit stockpiling of certain supplies vital to the element's operation.

Temporary personnel for the Microfilm Processing Laboratory will assure that the North Carolina State Library and the community colleges, and the public which they intend to serve through this special project, will receive their requested material within a reasonable period of time.

In the case of secretarial assistance for the element, increased output would be the obvious benefit as the archivist and technicians are freed from routine clerical work to attend to their more complex duties.

The alternative to adequate funding for supplies is to run the continual risk of running out of materials vital to the element's operation. Such a situation would produce delays in the completion of orders, and could result in the reduction of services to the public, together with a cut back in personnel.

Without additional personnel to assist in the production of microfilm for the North Carolina State Library and the Community Colleges' project, the work will simply take longer, and could easily extend well into fiscal year 1975-1976.

The alternative to secretarial assistance for the element is that, as before, the archivist and technicians will continue to expend much of their efforts in routine clerical work.

DIVISION OF ARCHIVES AND HISTORY

HISTORIC SITES SERVICES SUBPROGRAM

I. Program Definition

A. Purpose

The purpose of this subprogram is to develop the state historic sites, operate them, and conduct related programs involving identification, survey, and preservation of historic sites and properties.

B. Methods and Means to Achieve the Purpose

Introduction. This subprogram presents and interprets to the general public the history of North Carolina through visitor center exhibits, audiovisuals, and lectures; site tours; and demonstrations of arts, crafts, home industry, and military activities. It also locates and inventories historic sites and properties, supervises restoration of state-owned properties and other restoration projects utilizing state or federal funds, and approves the erecting of highway historical markers throughout the state. Approximately 68 full-time and over 40 seasonal and part-time employees are engaged in these operations at twenty field sites and the central office in Raleigh. There is close cooperation between these employees and local organizations, governments, and individuals.

Site Operations. Each site is different in size, complexity, number of buildings, and operational problems, but all (with one exception) are staffed and open to the public on a five-and-a-half day week.

Example: Aycock Birthplace has eight buildings, seven of which are historical, on ten acres of land with an annual visitation of 20,000, while Fort Fisher has only one building, 400 acres of land, and 150,000 yearly visitation.

Most sites have a separate visitor center-museum as a complement to the actual historic area.

The major activities of site personnel include talks to civic clubs, schools, and other organizations, writing of articles for local news media, research, scheduling guide service and tours, site surveillance both during and after closing hours, and maintenance of grounds and buildings.

Site Interpretation. This branch has overall responsibility for determining how state historic sites are presented to the public--what visitors see, hear, and do at each site and what information and impressions are communicated to them. This branch provides planning, coordination, and materials conducive to (1) the communication of historical and other facts, (2) visitor safety and comfort, (3) security and preservation of the site, and (4) protection of the environment.

HISTORIC SITES SERVICES SUBPROGRAM

Restoration and Research. Documentary historical research is conducted for state historic sites, grants-in-aid projects, the Highway Historical Marker Program, and for answering inquiries from other parts of state government and the general public. Supervision is conducted on historical restoration of all state-owned buildings, all state and federally-funded restorations in this state, and many restorations funded privately and by local governments. Advice and technical assistance is given as possible on still other historic preservation projects in North Carolina.

Survey and Planning. This branch conducts a survey of historic places in the state under provisions of the National Historic Preservation Act, including development of a statewide Inventory of Historic Places and the preparation of nominations to the National Register of Historic Places. (The latter includes recording of descriptive physical data and compiling statements of historical and architectural significance.) The unit also reviews highway, urban renewal, airport, watershed, dam, dredge-and-fill, and other projects to determine their effects on historic properties.

C. History and Statutory Authority

Chapter 121, General Statutes of North Carolina; the Executive Organization Act of 1973; and the National Preservation Act (P.L. 89-665). The Highway Historical Marker Program began in 1935; the State Historic Sites Program in 1955; and the Historic Preservation and Survey Program in 1967. The site interpretation branch was created July 1, 1974, to combine activities previously divided among a number of branches and administrators.

II. Five-Year Planning Perspective

A. Problem: Increased operational costs (personnel, maintenance, etc.) at state historic sites. Salaries both permanent and temporary have gone up. Costs of supplies, including oil for heat, have increased at a steady rate. Gasoline has doubled in price over the last year.

Example: Site	Operational Costs (1971-72)	Operational Costs (1972-73)
Aycock Birthplace	$22,678.74	$36,713.81
Historic Bath	$31,362.62	$40,422.57

Response: These increasing trends must continue to be monitored and the costs modified.

B. Problem: Impact of "Energy Crisis" on site visitation. During the gasoline crisis of early 1974, most sites showed a decrease in visitation. However, the sites located near a metropolitan area with some public exposure held their own and some even showed an increase. The local people were visiting their local sites. The sites located near the resort areas showed a large decrease.

Response: These trends must be monitored and some cost modification will be needed.

HISTORIC SITES SERVICES SUBPROGRAM

C. Problem: Difficulty in operating state historic sites without enough site personnel and increased volume of operations supervisory duties.

Response: Request additional personnel where needed at each site, both permanent and seasonal. Each site must be taken individually and the needs met.

D. Problem: Establishing a coherent interpretations program at the state historic sites. An average of two new sites have been created during each of the past four bienniums, and twenty sites are now included in the program. As new sites have been added, funds for operations, on-site staff, and certain capital improvements have been secured, but no funds or staff have been provided for interpretation planning and implementation. Thus, interpretation at individual sites is "catch-as-catch-can," with no effective on-going program to serve the over 500,000 people that visit the sites each year.

Response: Develop a series of background studies leading to a comprehensive plan of attack--using appropriate inputs, prepare an "interpretation philosophy," a current status report, and a priority needs report, in that order. Using these reports as a foundation, individual site interpretation plans can then be prepared and implemented.

E. Trend: Because of the energy crisis and related events, visitors to state historic sites request more and more activities that are peripheral to the core "history" of a site--recreational activities, special-interest group tours, and the like. These activities must be developed within a comprehensive interpretation framework.

Response: Provide visitor activities based around cohesive historic-resource and physical planning at each site. For example, "history trails" can serve both educational and recreational needs; botanical and ecological interpretation can be linked to the geography, topography, and history of each site.

F. Problem: The largest single "class" of visitors to sites are school group tours. Yet, the sites do not have specific school group programs, and many school groups annually travel hundreds of miles to visit Raleigh--where various governmental units have these specific programs.

Response: Working with Public Instruction and similar groups, school group tours and pre-visit materials can be prepared for individual sites or groups of sites. These materials will provide children with a wide range of educational activities--pleasurable activities--and will be linked to approved classroom materials. This would cut school group travel time (saving energy resources), and would utilize the sites to best public advantage.

G. Problem: Lack of interpretive materials and activities at the state historic sites and lack of training of staff for lectures, demonstrations, and tour leading.

Response: Provide more research sources, printed handouts, and sales desk items for the sites; establish formal training program for field personnel.

H. Problem: Lack of feedback data on effectiveness of site interpretation programs.

Response: Conduct scientific research sampling survey of site visitors and general public to determine impact of sites and their activities.

I. Problem: Detailed day-to-day planning and development of all but two new state historic sites is being done by administrative personnel already overburdened with assignments.

Response: Add another site development planner to share the workload and free administrators for their primary duties. Declare a moratorium until July, 1976, on acceptance of further sites.

J. Problem: Increased needs for basic and detailed documentary research for use in: site archaeology, restoration, development, furnishing, and interpretation; grant-in-aid projects; and the Highway Historical Marker Program.

Response: Provide additional research personnel and also contract individuals to complete certain routine research; defer some projects until prerequisite research can be completed.

K. Problem: Restoration projects in progress number over 100 structures and archaeological sites involving 95 public and private grants and appropriations. Future grants and appropriations are expected to number over 20 per biennium. An average of only 15 projects can be completed per year with present resources; so, at best the backlog of projects is expected to grow.

Response: Add a restoration specialist with support funds to help administer the backlog of projects in accordance with laws and regulations and to allow needed additional contact with local groups.

L. Problem: Backlog of restoration and routine repairs and maintenance needed for at least 63 historic structures and archaeological sites at the state historic sites. Constant maintenance is necessary as is true of any structure; but in addition, site structures are more fragile and are subject to heavy visitor traffic. Technical problems and difficulty in locating materials and contractors suitable for restoration of old structures adds to the dilemma. A few typical examples of this problem are: rotting logs in the log kitchen at Bennett Place, structural deterioration of the main house porch at Somerset Place, lightning damage to Polk Birthplace; fence repair or installation at Bath, Iredell House, and Brunswick Town; and preventive maintenance at several sites (weatherboard repairs, plastering, painting, etc.). One restoration craftsman now attempts to handle all of this work for the entire state historic site system.

Response: Establish capability for updating and continuing the repair, painting, and stabilizing of state-owned historic properties by adding a restoration carpentry, painting, and plastering staff, and support funds, especially travel funds. Declare a moratorium on acceptance of additional properties as state historic sites until the backlog of restoration work can be diminished.

M. Problem: Increase in environmental review and land use planning duties of the survey branch.

Response: Add an environmental planner to the staff.

N. Problem: Increasing volume of photography slides and other materials resulting primarily from increased emphasis on expansion of statewide inventory. This workload now is being handled by one secretary and some part-time clerical help.

Response: Add full-time clerical help.

III. Plan for the 1975-77 Biennium

Site operations. None of the sites are adequately staffed, therefore, the entire operational program is hindered. Each site is different, some have large acreage to maintain, some have several historical buildings to keep up and repaired, some have thousands of visitors and others have extensive gardens to keep, and some of the sites have a combination of all of them. The number of new personnel needed varies from zero to three persons per site. Also, in order to improve and to carry out new site interpretation (see Site Interpretation Branch), additional site staff will be needed. Along with regular day to day maintenance, non-historic structures need to be put on a paint and repair schedule and drainage ditches and parking lot improvements are needed.

A. Indicators of Expected Accomplishments

	1973-74	1974-75	1975-76	1976-77
Sites open to public	16	19	20	20
Professional and maintenance personnel at state historic sites	38	45	60	67
Site visitation	470,350	480,499	525,000	550,000
Buildings maintained	68	80	98	105
Acres cared for	699	1,566	1,566	1,566

B. Analysis of Major Changes Proposed

The increase in number of state historic sites in recent years and

subsequent demand for services to the public has not resulted in a corresponding increase in interpretive, maintenance, and supervisory staff. Staff increases are necessary in all three areas; in the case of interpretation, a new branch was created July 1, 1974, to give special emphasis to this program and especially to create an effective "teamwork" approach to site interpretation. The benefits will be greater effectiveness of the site programs. Proposed changes would cost approximately $187,000 (22 site personnel and support funds). The alternative to this proposal is to attempt to run the sites with existing staff; this has not been satisfactory.

Site Interpretation. This new program will develop, during the first six months of the 1974-75 fiscal year, the interpretation philosophy, status report, and priority report. During the remaining six months of the year, master elements of the interpretations program will be implemented. These elements cannot be ascertained until the priority needs report has been completed. Concurrent with theoretical development, interpretations will be involved in interim planning and implementation of new site programs already scheduled, principally the development of visitor centers and the initial opening of properties at Reed Gold Mine and Historic Halifax, and will be developing interpretation master plans for individual sites.

Based on the forthcoming priority report, individual site interpretation plans will be developed and specific implementation begun. Existing elements of interpretation programs at various sites will be upgraded as time, staff, and funds permit. A larger number and more realistic performance indicators, in addition to the ones listed below, can be developed during the latter half of fiscal year 1974-75.

A. Indicators of Expected Accomplishments

	1973-74	1974-75	1975-76	1976-77
Site interpretation plan, including site storyline scripts and supplementary materials, prepared or updated	2	4	7	7
Interpretive devices and techniques implemented or updated (exhibits, demonstrations, trails, tours, etc.)	7	12	15	15
Field personnel formal training sessions	1	2	4	4
Site visitation (grand total)	470,350	498,750	525,000	550,000

B. Analysis of Major Changes Proposed

Although the need has been recognized for many years, there has been no on-going site interpretation program to date, and "interpretation" has been sectioned out to other programs--operations, exhibits, audiovisuals, collections, etc.--some of which operated under separate administrative classifications.

The new interpretations program has been founded with only two employees--an interpretations planner (branch head), and a furnishings specialist. Because of the increase in the number of sites, and their changing role in public service, additional interpretation specialists will be needed. At this stage in planning, two immediate staff needs are recognized: an interpretations assistant, and a field specialist. The assistant would provide compilation, drafting, and liaison services; the field specialist's primary activities would be on-site personnel training and program monitoring. Also needed are support funds for the physical upgrading site interpretation elements--exhibits, audiovisuals, signs, printed materials, and the like. Resources for performing the technical work are available, but funds for supplies and materials are generally unavailable. Interpretation is never "finished;" upgrading should continually take place. However, all sites should maintain a certain level of public service, and only a few sites now do so. As quickly as possible, all sites should be brought to the level, and the speed of this accomplishment is dependent on how quickly comprehensive plans can be developed and implementation begun. Once this "level" is reached, the program can operate on a cyclical basis, further upgrading each site in turn. Costs of the proposed program change would total approximately $35,000 per year (two new staff positions and support and materials funds).

Development of newly-accepted sites. In 1971, for the first time, a site development planner was hired; his assignment, Reed Gold Mine. Later Duke Homestead was added to his already full workload. There is no planning staff member to coordinate development of Fort Dobbs, Thomas Wolfe Home, and the continuing development of the Halifax site (and other sites) and the State Capitol (now administered by this section). These day-to-day detailed duties have been spread out among top level administrators who already have myriad administrative matters to handle. This creates a drain on their time which prevents effective top level planning and slows down all section work. A minimum of one more planner is needed to handle Fort Dobbs and Halifax. Administrative personnel would continue to handle the remaining sites until the planning and development staff can phase out some projects and begin to take on others. For this reason a moratorium until July, 1976, is recommended on acceptance of sites requiring extensive development. By the end of the moratorium period, the backlog of developmental work should be such as to allow addition of one site per year without adding further development staff. Costs for this proposed change will be $12,500 for one position and support funds.

HISTORIC SITES SERVICES SUBPROGRAM

Restoration and Research. The backlog of restoration projects (and related backlog of research projects) exists for many complex reasons, including: (1) grants are added each year by the legislature, National Park Service, other public bodies, and by private groups; (2) total funding is not available at the start of a project because state grants are small and local groups are required to match state grants-in-aid before funds are available for planning and construction--thus compounding the administrative and professional work of this section; (3) the difficulty in finding materials and contractors suited to or willing to take on technical and custom construction projects; (4) the need to conduct historical and archaeological research and architectural analysis and draw up architectural plans and specifications before a project can be let to a contractor; (5) the complexity of restoration standards of the National Park Service and construction standards of the State Property Control Division; (6) the need for Historic Sites staff members to meet with local groups to encourage and coordinate completion of projects (some groups have gone more than 18 months without making progress on a project); and (7) the rapid increase in number of state historic sites and the attendant need for continuing restoration, repair, and stabilization of the fragile historic structures at these sites.

A. Indicators of Expected Accomplishments

	1973-74	1974-75	1975-76	1976-77
Research reports for state historic site development, grant-in-aid projects, archaeological projects, exhibits, and audiovisual programs:				
IIn progress	19	22	27	26
Completed	9	11	17	17
Research inquiries answered	300	350	400	475
Highway Historical Marker Program:				
Requests for markers	34	40	50	50
Markers approved	21	16	24	24
Markers erected, changed, repaired, or replaced	29	30	40	40
Restoration projects:				
In progress	93	101	96	83
Completed	4	15	23	23

B. Analysis of Major Changes Proposed

By small increments over recent years, "just one more small project" has been dumped on existing staff members who by reason of experience, dedication, and shear strength have taken them on. Now the workload simply has gotten out of hand. There is no time left for planning, preparation, and staff professional development, the very elements most sorely needed. Obviously, the effects of this proposed program change would be to improve the quantity of restoration and research accomplished, but also staff members would be less pressed by routine duties, able to do critically needed planning and evaluation and effect greater efficiency and ultimately a higher quality program. The alternative to making these changes is to continue to be "snowed under" until both the staff and our clientele give up. The cost of these changes will be approximately $35,000 (for a researcher, restoration specialist and restoration craftsmen, plus contractual services funds).

Survey and Planning. Increases in duties in the survey branch were caused by: (1) new legislation regarding land use which increases the branch's responsibility for identifying and mapping historic properties; (2) increased public awareness of environmental legislation and resultant requests for services; and (3) more stringent federal enforcement of environmental laws.

A. Indicators of Expected Accomplishments

	1973-74	1974-75	1975-76	1976-77
Nominations to National Register of Historic Places	65	65	40-50*	40-50*
Inventory of historically and architecturally significant properties	1-2 counties	1-2 counties	4-6 counties	4-6 counties
Environmental reviews	1,000	1,000+	1,000+	1,000+

B. Analysis of Major Changes Proposed. At present this problem is being handled by "piecemeal" distribution of mapping, research, and review, duties among existing staff and contractees. This is not satisfactory because (1) the workload diverts staff from their primary duties, and (2) the task is artifically divided and individual proficiency cannot be developed as readily. The cost of this proposed change would be $11,000 (for an environmental planner and support funds).

* The number of nominations for these two years, even though smaller than for the previous two years, may represent a larger number of historic structures and places. Three to six of the nominations for each of these two years are expected to be for historic districts--each containing anywhere from a few up to 150 or 200 structures and places. More important, with increasing staff time spent on inventory work, there will necessarily be fewer nominations prepared.

DIVISION OF ARCHIVES AND HISTORY

MUSEUM OF HISTORY SUBPROGRAM

I. Subprogram Definition

Purpose

To collect, preserve, and utilize historically significant artifacts and to develop interpretive museum programs for the promotion and teaching of North Carolina history.

Method and Means to Achieve the Purpose

1. Four museum branches (Education, Exhibits, Collections, and Audiovisual Media Services) are the means for achieving the purpose. Each branch has several specialized functions which fit into the overall museum program.

2. The Education Branch is responsible for interpreting the museum galleries. Interpretation methods include guided tours, organization of special exhibitions and programs, and the composition of exhibit scripts and labels. This branch is also responsible for the museum's extension service program, a program that includes a mobile museum unit, slide programs, and traveling exhibits. The Education Branch works with the Department of Education to determine how the museum can help in the teaching of North Carolina history. Staff members from both organizations confer on the types of classroom materials such as pamphlets, traveling exhibits, magazine articles, and workbooks that would assist teachers. Jointly sponsored workshops are held to acquaint teachers with the type of material and help that the museum can offer. The Education Department assists with the promotion and organization of Tar Heel Junior Historian clubs and in judging the annual literary and arts projects. Several programs that have been developed are the Tar Heel Junior Historian Association, school group guided tours with previsit classroom study materials, and craft demonstrations and lectures.

3. The Exhibits Branch is responsible for the design, construction, installation, and maintenance of interpretive exhibits and displays for the North Carolina Museum of History and the State Historic Sites. The branch also assists other museums across the state with their exhibit problems.

4. The Collections Branch is responsible for the management of the collection of the Division of Archives and History. This collection is utilized by the Museums Section and the Historic Sites Section. This management responsibility includes storage and retrieval of artifacts; assisting visitors in using the collection as a primary research source; and detailed object research and documentation.

5. The Audiovisual Media Branch supports the activities of the other three museum branches and the interpretive programs of the Historic Sites Section. The work of this branch is roughly divided into three areas: a photographic unit which shoots, develops, and prints a variety of photographic products including murals up to 4' x 8' in size; an audiovisual unit which produces audiovisual software (movies, tapes) and designs, constructs, installs, and

maintains hardware (programmers, projectors, tape units); and a graphics unit which supplies layout and illustrative services for publications, and silkscreens and drawings for exhibitions and shows. The branch also advises other divisions within the department, other state agencies, and historical societies, organizations, and museums in North Carolina about audiovisual problems.

6. The North Carolina Museum of History is accredited by the American Association of Museums. This insures that the museum conforms to national museum standards and practices and that the museum is in fact a nonprofit educational institution.

History

The North Carolina Museum of History began in 1897 as a gallery set aside in the State Museum. It became an independent history museum known as the "Hall of History" in 1912 and in 1914 became a part of the Division of Archives and History. Its name was officially changed to the North Carolina Museum of History in 1965. It moved to its present quarters in 1968. The administrative structure is as follows:

Museum Administration:

John D. Ellington, Administrator
--vacant--, Interpretation Specialist
Freda C. Brittain, Steno III
James H. Moore, Jr., Utility

Education Branch:

Natalie G. Miller, Curator
W. Davis Waters, Editor, Tar Heel Junior Historian
John H. Powell, Supervisor, Extension Services Unit
Janice C. Williams, Docent Coordinator
Burl Lindsey, Head Museum Guard
Anna W. Rogers, Museum Guard

Exhibits Branch:

William R. Frick, Curator
Robert F. Irwin, Exhibits Designer
Robert L. Grissett, Carpenter Technician
James R. Vogt, Exhibits Technician
Robert H. Woods, Carpenter

Collections Branch:

Keith D. Strawn, Curator
Betty O. Tyson, Registrar
--vacant--, Typist II
Paul K. Mears, Conservator

Audiovisual Media Services Branch:

J. Ron Holland, Head
Madlin M. Futrell, Records Correlator
Charles A. Clark, Photographer II
Carla J. Block, Photographic Assistant
--vacant--, Audiovisual Technician

Statutory Authority

Chapter 121 of the General Statutes of North Carolina and the Executive Reorganization Act of 1973.

II. Five-Year Planning Perspective

A. Problem: How to promote and teach North Carolina history in the face of fuel shortages and deemphasis of North Carolina history in the public schools.

Attendance, North Carolina Museum of History:

1968-69*	1969-70*	1970-71	1971-72	1972-73	1973-74
73,510	87,667	60,256	68,729	88,638	109,484

*Visitation computed on an estimated basis, probably inflated.

In 1973-74 visitation increased by 20,846. Much of this increase was due to improved local visitation, especially on weekends when special programs such as "Month of Sundays" promoted return visits. In 1972-73 Sunday visitation was 10,080; in 1973-74, 22,560. This is an increase of 12,480 visitors.

In spite of the increase in overall visitation, visits from people outside of the immediate area declined. This is particularly true of school groups.

School group attendance, North Carolina Museum of History:

1968-69	1969-70	1970-71	1971-72*	1972-73	1973-74
48,262	56,155	57,733	38,938	55,548	51,000

*Change in curriculum. From 1930 through 1970 North Carolina history was a separate subject in the North Carolina school curriculum. Beginning in 1972 it was incorporated into a two-year course on United States history where it is receiving less and less emphasis. In 1972-73 55,548 school children visited the museum vs. 51,000 in 1973-74. This is a drop of 4,548 pupils.

Response: To attract additional visitors to the North Carolina Museum of History and the State Historic Sites; to improve the interpretational programs of the Museum of History; and to expand the museum's extension service programs for both the general public and at the fourth, eighth, and ninth grade levels.

B. Problem: How to acquire, preserve, and protect historical artifacts significant to the heritage of North Carolina in an era of sharply rising prices, reduced museum donations, and increased museum robberies.

Item	1964	1968	1974
Chippendale carved side chair	$2,200		$ 9,500
Windsor armchair, ca. 1800	500		1,600
Sideboard, Hepplewhite style, 1800-1815		$1,400	2,000
Bed, 4 pencil post, ca. 1780		575	3,750
Table, card, ca. 1800	350	800	2,000
Banjo clock, A. Willard, Jr., ca. 1800	1,250		7,000
Chest of drawers, 1700s	225	1,250	4,500
Slant-top desk, 1700s	500	925	3,500
Chippendale secretary bookcase, ca. 1780	6,750		25,000
Highboy, ca. 1780	750	1,950	4,000
Tavern table, 1700s	200	495	750

Research references: Popular Antique Collectors' Price Guide
Warman's 9th Antiques and Their Current Prices
Americana Auction Catalog, Jan. 24-26, 1974, (Parke-Bernet, Inc.)

Item	1969	1970	1972	1973	1974
Brown Bess 1st M	$295	$350	$750	$1,250	$1,750
Springfield M/1861	225			350	375
Trapdoor .45-70, 1870s	125	150	175		250
Winchester M/1873	80	90	300	475	
Spencer C.W. carbine	200	200	225	250	275
Spanish Morion, 1600s	325				6,000

Research references: Museum of Historical Arms catalogs 18, 26, 27, 30, 31, 33
Robert Abels, Inc. catalogs 32, 33, 34
Norm Flayderman & Co., Inc. catalog 95

Response: Promotion of museum donations, purchase of significant North Carolina artifacts, and expansion of museum security.

C. Problem: How to maintain, renovate, and update exhibits at the State Historic Sites after the initial development funds have been utilized.

The first visitor center-museum, Alamance Battleground, was installed in 1959. From 1959 until 1974 16 additional museums have been constructed. During that 15 year period, two museums have been renovated, Alamance Battleground and Aycock Birthplace, and one, Caswell Memorial, has been repaired. Except for two special bills for Alamance and Aycock exhibit renovation, no funds have been available for repairs and alteration of site exhibits or audiovisual programs.

Response: Establish a funded exhibition rotation schedule for visitor center exhibits and orientation programs.

III. Plan for the 1974-77 Biennium

Expected accomplishments:

A. To promote and teach North Carolina history by:

1. Attracting additional visitors and encouraging return visits to the North Carolina Museum of History and the State Historic Sites.

Projected visitation for the North Carolina Museum of History at current budget levels:

1973-74	1974-75	1975-76	1976-77
109,484	110,000	115,000	120,000

Projected visitation for the North Carolina Museum of History with additional program funding and staff.*

1973-74	1974-75	1975-76	1976-77
109,484	120,000	135,000	170,000

*Attendance figures alone are not a good judge of a museum's effectiveness; the educational impact of its interpretive programs, extension services, and special programs should also be considered.

a. Installation of new exhibits in the North Carolina Museum of History

1. Current budget levels

1974-75	1975-76	1976-77
Exploration/Lost Colony		Revolutionary War, Part II

2. Additional staff and funds

1974-75	1975-76	1976-77
North Carolina Textiles	Agarian Economy	

b. Installation of temporary exhibitions in the North Carolina Museum of History

1. Current budget levels

1974-75	1975-76	1976-77
Artistry in Quilts American Glass Christmas	Christmas 200 Years of Fashion	Christmas

2. Additional staff and funds

1974-75	1975-76	1976-77
	2 special exhibits	3 special exhibits

c. Revision of existing exhibits in the North Carolina Museum of History

1. Current budget levels

No revisions

2. Additional staff and funds

1975-76	1976-77
2 exhibits	3 exhibits

d. Installation of new exhibits at State Historic Sites

1. Current budget levels

1974-75	1975-76	1976-77
Town Creek Indian Mound	Reed Gold Mine Historic Halifax	Duke Homestead

2. Improving the museum's extension services thereby reaching those people unable to visit.

a. Increased scheduling of mobile unit--projected visitation:

1. Current budget levels

1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
66,798	9,249*	88,462	80,000	80,000	80,000

2. Additional funds

1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
				150,000	175,000

*Travel funds insufficient for type of interpretation program being used. In 1973-74 interpretation left to local sponsor rather than by curator remaining with mobile unit.

b. Increase number and content of extension slide programs and integrate on trial basis several sight/sound slide units to increase effectiveness of presentation--projected requests:

1. Current budget levels

1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
700	127	1,143*	1,500	1,000	1,000

2. Additional funds

1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
				1,800**	2,000

*Copies added for distribution.
**Beyond this point additional staff required.

c. Increase in number of traveling exhibits:

1. Current budget levels

1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
2	3	5	7	0	0

2. Additional funds

1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
				10	15

d. Increase in types and numbers of museum brochures, catalogs, and bulletins:

None without additional funds.

e. Establishment of a North Carolina Museum of History Regional Museum Branch System:

Additional funding required.

1974-75	1975-76
Western Complex	Western Complex

f. Increase of special programs and shows for the North Carolina Museum of History:

Programs will have to be discontinued without additional funds.

3. Expand the Museum of History's extension service programs for the fourth, eighth, and ninth grade teachers and students.

a. Enlarge membership in the Tar Heel Junior Historian Association:

1972-73	1973-74	1974-75	1975-76	1976-77
52 clubs 1,672 members	61 clubs 2,100 members	75 clubs 2,625 members	84 clubs 2,940 members	90 clubs 3,150 members

b. Increase circulation of Tar Heel Junior Historian magazine:

1. Current budget levels

1972-73	1973-74	1974-75	1975-76
1,763 copies*	9,812 copies	10,000 copies	10,000 copies**

1976-77
10,000 copies

*Magazine distributed on basis of one per ten members. In 1973 one copy per member was distributed.
**Magazine distribution will have to be reduced to 1973 level of one copy per 10 members.

2. Additional funds

1975-76	1976-77
12,960 copies***	13,800 copies

***One copy per member plus independent subscribers.

c. Increase teacher aids:

1. Tar Heel Junior Historian Manual

a. Current budget levels

1972-73	1973-74	1974-75	1975-76	1976-77
100	150	150	0	0

b. Additional funds

1975-76	1976-77
200	250

2. Teacher promotional kits

a. Current budget levels

1972-73	1973-74	1974-75	1975-76	1976-77
500	700	750	0	0

b. Additional funds

1975-76	1976-77
800	850

3. Quarterly teacher supplements

a. Current budget levels

None

b. Additional funds

1975-76	1976-77
350	400

4. Teacher workshops

a. Current budget levels

1974-75	1975-76	1976-77
1	0	0

b. Additional funds

1975-76	1976-77
2	4

B. To acquire, preserve, maintain, and protect artifacts significant to North Carolina history by:

1. Increasing the acquisition of artifacts.

   Not projectable; depends on availability and current market prices.

2. Accelerating the preservation of artifacts.

   Not projectable; depends on condition and urgency of incoming collections and type of artifacts. Two collections in immediate need of preservation, both of which will require significant additional funds, are flags and paintings.

3. Expanding and improving museum security.

   a. Additional guards

      1. Current budget levels

         None

      2. Additional staff

1975-76	1976-77
1	1

   b. Improvement and expansion of alarm system

      1. Current budget levels

         1973-74

         1st floor: one lobby case; silver collection
         Mezzanine: main doors
         2nd floor: weapon exhibit
         3rd floor: collections area and rear stairs

         1974-75

         No expansion

         1975-76/1976-77

         No expansion

      2. Additional funds

         1975-76

         1st floor: all lobby cases
         Mezzanine: all exhibits

         1976-77

         2nd floor: all exhibits

C. To establish an exhibit and audiovisual maintenance and renovation schedule for the State Historic Sites:

1. Current budget levels

None

2. Additional funds and staff*

1975-76	1976-77
Fort Fisher	Bentonville Battleground
Polk Birthplace	Vance Birthplace

Analysis of Major Changes Proposed

A. In order to upgrade the interpretive programs at the North Carolina Museum of History and the State Historic Sites and to maintain and change existing exhibits in the North Carolina Museum of History, additional funds and staff will be needed:

1. Additional staff

a. Exhibits Branch: Since 1968 the exhibits staff has remained at five. In 1968 the unit was responsible for the design, construction, installation, and maintenance of 12,000 square feet of exhibits in the North Carolina Museum of History and 72,000 square feet at 12 State Historic Sites. In 1974 the same five staff members are responsible for the design, construction, installation, and maintenance of 24,000 square feet of exhibits in the North Carolina Museum of History and 180,000 square feet at 20 State Historic Sites. The workload has doubled and the maintenance problems have quadrupled as the older exhibitions wear out. The following positions are an absolute necessity if projected standards and schedules are to be met.

1. Chief Designer, 68, $10,368-$13,068. The Chief Designer would be assistant curator and would coordinate the various design and artistic phases. He would act as one of two crew supervisors thus enabling two museum exhibits to be installed at the same time.

2. Exhibits Specialist, 65, $9,708-$12,240. The primary responsibility of the Exhibits Specialist would be the alteration and maintenance of exhibits at the State Historic Sites. He would determine when, what, and how repairs should be made and advise on need alterations or additions. He would also assist with the installation of new exhibits.

3. Exhibits Technician, 63, $8,868-$11,148. The Exhibits Technician will assist the Exhibits Specialist in the maintenance of site exhibits and when needed assist in the installation of new exhibits in the Museum of History and the State Historic Sites.

4. Shop Foreman, 64, $9,276-$11,676. The exhibits shop is separated by three blocks from the North Carolina Museum of History. The Foreman would be responsible for its equipment and supervise its staff. He would supervise the exhibits construction and work with the design staff in determining material feasibility and sources.

b. Audiovisual Media Services: This branch, established in 1974, is a combination of several subunits--photography, audiovisuals, and graphic design. The branch at present has a supervisor, one technician, a records correlator, two photographers, and a part-time clerk. The branch supervisor, assisted by the audiovisual technician, is responsible for the production of audiovisual software (movies, tapes) and the design, construction, installation, and maintenance of hardware (programmers, projectors, tape units) for the State Historic Sites, the North Carolina Museum of History, and Tryon Palace. If existing audiovisual programs are to be maintained and projected ones produced, the following position is essential:

1. Audiovisual Specialist, 68, $10,368-$13,068. The Audiovisual Specialist would be responsible for producing audiovisual materials for the Museum of History, the State Historic Sites, and other sections of the Department of Cultural Resources. Materials include scripts for audio tapes, slide presentations, films, etc., and production of these scripts into finished audiovisual software. The Audiovisual Specialist will have the responsibility for coordinating and scheduling all production activities. He will be responsible for overseeing the purchase, installation, maintenance, and inventory of all audiovisual equipment used in the museum and the State Historic Sites, for overall planning and specific production planning in cooperation with the Audiovisual Media Services Chief, and for supervising the work of the Audiovisual Technician and the part-time clerk.

2. Additional funding

a. Travel and motor vehicle operation funds

1. Museum Staff: The Museum of History is responsible for helping related agencies both public and private with their interpretational problems. Support of local history groups is crucial for the preservation of the state's heritage. The museum staff working with local organizations or holding seminars in Raleigh or at area museums is a key part of that support. Museum professionals also need to attend national and regional seminars and workshops in order to keep abreast with current museum philosophy and technology. Another area that will demand increased travel is the repair and maintenance of site and regional museum exhibits.

a. Museum travel funds

1973-74	1974-75	1975-76	1976-77
$2,200	$2,200	$4,000	$6,000

b. Motor vehicle operation funds

1973-74	1974-75	1975-76	1976-77
$1,700	$1,800	$2,400	$3,500

2. Mobile Museum of History: This unit is not being utilized effectively because travel funds cannot cover the cost of having a staff member stay with the exhibit. Current travel funds for the mobile unit allow for approximately 15 trips per year. The driver delivers, sets up, and briefs the host organizations concerning the mobile exhibitions and then returns to Raleigh. Story interpretation, previsit sessions, and tours are conducted by the local sponsor. Travel funds are insufficient to have a museum professional or even the driver remain with the unit. This results in poor utilization of the unit and a loss of effective interpretation. In 1973-74 78 requests for the mobile unit were received; 12 trips were made. Travel and operational funds were a major factor in limiting usage, ineffectual usage at that.

a. Mobile travel funds

1973-74	1974-75	1975-76	1976-77
$1,000	$1,000	$2,200	$2,800

b. Mobile operation funds

1973-74	1974-75	1975-76	1976-77
$1,050	$1,050	$1,500	$2,000

b. Promotional funds

1. Printing: The Museum of History has currently a printing budget of $1,600 per year. The Tar Heel Junior Historian cost $1,549 to print in 1973-74. This left approximately $51. for brochures, gallery leaflets, catalogs, advertising flyers, and teacher aids. The museum, if it is to effectively reach the public, must make a variety of literature available.

a. Printing

1973-74	1974-75	1975-76	1976-77
$1,600	$1,600	$5,000	$10,000

2. Special programs: One special program initiated approximately one year ago is the "Month of Sundays." This program has increased the Sunday museum attendance in 1973-74 by approximately 12,480 people, much was return visitation. There are no funds for speakers, travel expenses, or rental of special movies or other audiovisual programs. If this program is to continue to attract people back to the museum and if these types of programs are to be utilized more often, funds will be needed.

a. Special program funds

1975-76	1976-77
$1,000	$1,500

c. Exhibit installation funds

1. In 1973-74 the exhibit installation and maintenance funds for the North Carolina Museum of History were $4,775 for all new exhibits, revision of existing exhibits, and temporary shows. Unforeseen increases in the price of such items as plexiglas, plastics, aluminum, paint, lumber, adhesives, and lighting fixtures along with an increased need for exhibits of all types have resulted in a severe shortage of exhibit funds. The alternative is to further reduce the number of new exhibits, special exhibitions, and exhibit maintenance for the North Carolina Museum of History. This would seriously weaken its interpretive programming.

a. Museum exhibit funds

1973-74	1974-75	1975-76	1976-77
$4,775	$4,775	$8,000	$10,000

d. Regional branch funds

1. Regional branches of the North Carolina Museum of History are badly needed. They would serve two purposes. First, they would compliment the State Historic Sites by giving a general history of the region and thus a background against which the more individual site story could be seen in perspective. Second, they would compliment the Museum of History by presenting a more detailed regional story. The Museum of History due to space limitations and story scope must deal in statewide concepts and major figures or events. The regional branches would also greatly increase the effective teaching of state history by making the museum's collections and programs available to a much larger audience. The western section of North Carolina is geographically the most isolated from Raleigh and has fewer museums than other areas in the state.

a. Western Regional Museum

	1975-76	1976-77
Land acquisition	$25,000	
Director (73)	14,052-$17,868	
Renovation of existing facilities	10,000	$10,000

B. To enable the museum to acquire, maintain, and protect artifacts significant to the history of North Carolina, additional funds and personnel are needed:

1. Funds

a. Purchase funds: The Museum of History has a purchase fund of $2,800 per year. The State Historic Sites have no funds for acquiring furnishings or artifacts. On today's market a good North Carolina-made eighteenth century or early nineteenth century chair would be approximately $300-$500; a small table, $1,200; a huntboard, $1,500; a silver piece, $400-$1,000. Antique weapons cost anywhere from $135 for a Civil War pistol in good condition $4,200 for an early miquelet. All are vital in showing the heritage of the state.

1972-73	1973-74	1974-75	1975-76	1976-77
$2,800	$2,800	$2,800*	$15,000**	$18,000

*These funds are for Museum of History acquisitions. No funds are currently available for Historic Sites artifacts or furnishings acquisition.

**This will include both museum acquisition funds, $6,000, and funds for site furnishings and artifacts, $9,000.

b. Expansion of alarm system: Complete coverage of all museum areas by a twenty-four hour alarm system is badly needed. Many artifacts are irreplaceable and their value on today's speculative antique market has increased many times. Additional protection would cost:

1973-74	1974-75	1975-76	1976-77
$1,000	$1,500	$5,000	$9,000

c. Repair and alteration funds: The repair and alteration budget for the Museum of History in 1973-74 was $1,800. The museum is responsible for the preservation, repair, and maintenance of over 250,000 artifacts. These include oil paintings, gowns, furnishings, vehicles, weapons, Indian materials, documents, flags, musical instruments, tools, and household utensils. One thousand eight hundred dollars will not restore two oil paintings, or one carriage, much less 200 Confederate battle flags.

1973-74	1974-75	1975-76	1976-77
$1,800	$1,800	$2,500	$5,000

2. Personnel: The tremendous increase in the value of antiques, coins, silver, and similar artifacts make museums a tempting target. The Museum of History with exhibits on three floors has only two guards. If the museum is to offer adequate protection for its collections and to its visitors, an additional two guards are essential. The alternative is to continue substituting professional staff for guards and leaving areas of the museum unguarded during much of the day. This will severely limit expansion of such exhibits as weapons, silver, and coins because of the danger of theft.

C. To repair or replace exhibits and audiovisual programs at the State Historic Sites a funded exhibit maintenance program must be established. This would entail annual repairs, a major overhaul approximately five years after installation, and a complete redesign every ten years. There are 20 historic sites with exhibits and audiovisual programs. Required funding would be $10,000 per year for general maintenance and repair and $25,000 per year for one exhibit redesign and installation.

1975-76	1976-77
$30,000	$30,000

DIVISION OF ARCHIVES AND HISTORY
NORTH CAROLINA BICENTENNIAL SUBPROGRAM

PROGRAM DEFINITION

PURPOSE

The North Carolina Bicentennial is charged with the responsibility of developing and implementing a program of commemoration of two hundred years of American Independence that will preserve the past, promote a better quality of life, and celebrate the legacy of "we the people." As such, the Bicentennial is a broad-based liaison and catalyst agency for increasing awareness of North Carolina's heritage and future direction, encouraging citizen involvement and initiative, and contributing lasting reminders of this effort across the state.

MEANS AND METHODS TO ACHIEVE THE PURPOSE

1. By maintaining communication with the federal American Revolution Bicentennial Administration, which was established by Public Law 93-179 to coordinate the program theme " a past to remember; a future to mold." expanding the concept of commemoration to permit continuing revolution for individual freedom.

2. By cooperating with and strengthening the Bicentennial Council of the Thirteen Original States, the major objective of which is the " revitalizing of the spirit of the American Revolution " in the Bicentennial era 1974-1989.

3. By encompassing and accomodating the participation of individuals and organizations at all levels including private citizens acting alone and in informal groups; communities, both local governments and other community organizations; state government; regional bodies and consortia; federal agencies and departments; special interest groups, formal and informal organizations of individuals with a common interest or purpose, including corporations, labor unions, religious organizations, professional societies and academic institutions, at all levels and of all sizes.

4. By serving as a coordinator and catalyst to ptovide guidelines, advice and technical assistance, sources of support, promotional material, and official recognition for programs in the action areas of Heritage, Horizons, Community Participation and Festivals (q.v.)

5. Heritage: By providing an historical perspective in which to appreciate the significence of the American Revolution as a crucial and permanently relevant event in the total heritage of the nation, dealing specifically with the history of the American Revolution but also with the unique history of communities and the state as a

whole, through documents, books, parks, houses, and artifacts.

6. Horizons: By a cooperative effort to define and pursue goals intended to improve the quality of life and leave lasting reminders of citizens participation in community development, the enviroment, and human values and understanding to assure a future worthy of the best of the past.

7. Community Participation: By encouraging the formation and effectiveness of planning/coordinating bodies in each of one hundred counties by development of community leadership and involvement on the local level.

8. Festivals: By sharing and discovering indigenous and imported elements of the cultural heritage of the community and state through interchange and interaction of the arts, education, travel, exhibits, fairs and festivals.

9. By emphasizing the future and providing the means for a better way of life for all citizens in the third one hundred years of our nation, to insure that the Bicentennial will be more than a proud historic celebration, and achieving a successful and rewarding observance through the creative efforts of our own people, in their own communities, throughout the state.

HISTORY AND STATUTORY AUTHORITY

1. The federal American Revolution Bicentennial Administration was established in 1966 by the Congress and restructured in 1973 by Public Law 93-179, with authorization to distribute $200,000 to every state for program matching grants and $25,000 for administrative grants from appropriated funds until 1976.

2. The North Carolina Bicentennial was established in Chapter 70, 1967 Session Laws of the General Assembly with the resolution as follows:

> WHEREAS, there is approaching the Bicentennial of the American Revolution in which North Carolina played a major and leading part that needs to be made better known both to our own citizens and to the nation at large, and
> WHEREAS, the experience of our own State and of other States of the Union has proven in the past that several years of advance planning

HISTORY AND STATUTORY AUTHORITY, continued.

and effort are required in order to make such a commemorative celebration fully successful, and,
WHEREAS, other states of the Union have already begun to take the necessary steps toward the suitable commemoration of this bicentennial, and
WHEREAS, it has been established that such commemorations are very much worthwhile in making our people conscious of the importance of their heritage. . . . .

Chapter 143-81 of the 1973 General Assembly revised the function of the North Carolina American Revolution Bicentennial Committee to "advise the Secretary of Cultural Resources concerning plans and programs for the observance of the Bicentennial of the American Revolution and to advise the Secretary on the conduct of such programs or series of observations."

3. In November 1970, Governor Robert Scott requested each of the one hundred counties of North Carolina to "appoint a county Bicentennial committee to work with the state commission in planning local programs and in implementing state and national programs for your county." These one hundred committees have been organized and administered by the North Carolina Bicentennial.

4. The North Carolina Charter Tercentenary, authorized in 1959, with projects continuing to the present, to commemorate North Carolina's first century, and the civil War Centennial of 1961-1965 received public funds for planning and programs.

PLAN FOR THE 1975-1977 BIENNIUM

The 1975-1977 Biennium will be the central focal period along with the year 1974-1975 for the entire Bicentennial program. What is not undertaken or accomplished during these years will not be possible during later years.

From its creation the whole of the Bicentennial has been that of development, promotion, coordination, and facilitation of projects and programs undertaken by individuals, organizations, corporations, and county and town committees in the state. The Bicentennial has been funded only for the coordinating function to date. As we enter the central biennium of the Bicentennial celebration, however, it is mandatory that the North Carolina Bicentennial move directly into the role of initiator and director of state-wide projects and programs.

PLAN FOR THE 1975-77-BIENNIUM, continued

As one of the original 13 states, it behooves North Carolina to originate a statewide program at least as comprehensive and ambitious as those currently in operation in a majority of the other original states. The Bicentennial surely rates as worthy a program as those undertaken by North Carolina during the Civil War Centennial (1961-65) and the Charter Terceninary (1963).

PUBLIC FUNDS APPROPRIATED IN DOLLARS

	72-73	73-74	74-75	75-76	76-77
North Carolina	92,000	143,383	158,383		

Other States to 1976

	74-76
Florida	800,000
New Jersey	1,500,000
New York	465,000
Virginia	773,114

Estimated N. C. Appropriation to 1976

With budget increase for major changes	500,000
Without program expansion	300,000

ANALYSIS OF MAJOR CHANGES PROPOSED

A. Festival and Commemorative Event Coordination and Promotion

Although scores of festivals and commemorative events have been and will be occurring under the auspices of local Bicentennial organizations, a number of commemorative events of statewide and even national significance can only be planned and executed by the North Carolina Bicentennial Office in cooperation with other agencies, state and local. Sufficient funding would enable the state of North Carolina to draw especial attention to events, sites, and locales which made North Carolina a unique and important participant

ANALYSIS OF MAJOR CHANGES PROPOSED, continued

in the American Revolution. It would also provide the impetus to bring perhaps thousands of tourists to North Carolina to participate in well-planned and publicized commemorative programs as well as educate North Carolinians on their uniquely valuable heritage. It would also provide the means to promote the development of permanent commemorative sites and programs such as outdoor dramas and public commemorative parks.

In the coming years of 1975-1976, eight such commemorative events such as Halifax, Edenton, etc. and twelve in the 1976-77 period would need state planning and implementation.

	1975-76	1976-77
Number	8	12
Cost	$8,000	$12,000

B. Folklife and Folklore Development, Exhibits, and Book

North Carolina is a focal center of renewed study and interest in American folk and pioneer life and has been designated by national agencies as an area rich in folk customs and practices. In the absence of a state agency to either study, coordinate, or channel interest in folklife, the North Carolina Bicentennial in cooperation with the Division of Archives and History would like to make folklife and folklore a central focus of Bicentennial study, exhibits, and commemoration.

Attention now needs to be focused on North Carolina's most valuable, yet overlooked resources. The folklife and folklore of our state is currently being drawn off and capitalized on both economically by other states bordering North Carolina and by authors and publishers outside the state. At the conclusion of this program its initial efforts and produce will be channeled into the Division of Archives and History.

1. Traveling exhibit (consisting of demonstrations at selected festival events and sites) (1975-76 $20,000)

2. "Foxfire" publication (to catalogue and display cultural heritage) (1976-77 $20,000)

C. Historical Publications and Films

An essential feature of Bicentennial programs in all states and in past commemorative programs in North Carolina has been

HISTORICAL PUBLICATIONS AND FILMS, continued

the production of written and documentary film studies of the period under concern for the consumption of general audiences, school children, and scholars. The end of the program is to provide essential information about the role of North Carolina in the American Revolution, to provide the raw data and documentation for the use of amateur and professional historians, and to encourage renewed appreciation of the historical event by eliciting novel and relevant interpretations. The level of funding outlined will enable the total publication of all essential items over a period of time. The publication costs total can be held to this minimal amount by the planned spacing of publications to get the maximum use from funds recouped through the return of funds on initial sales of previously published items. If all items were to be published at once the publication costs would double. Upon completion of the publication process, all items produced will be added to the sales stock of the Division of Archives and History.

Item	1975-76	1976-77
Documentary History of the American Revolution in N. C.	$15,000	
Pamphlet Series of 20 Volumes	30,000	
The Experience of Revolution in N. C. and the South	15,000	
Publication Costs Total.....	$60,000	(for revolving use throughout biennium)
Staff addition of Editorial Asst.	$12,500	$12,500
Documentary Films Produced	20,000	

D. Historical Resources Development and Promotion of Local Historical Programs and Publications

If the North Carolina Bicentennial is to be effective in the promotion on a statewide basis of especial efforts in the area of historical development (a chief end of the Bicentennial program), funding will be required for assisting with local history publications, museums, restorations, and conferences which fall particularly under the province of the Revolutionary period of North Carolina history. All funding in this category will be primarily to help insure that projects of special concern to the proper commemoration of the American Revolution are brought to a timely conclusion.

The level of funding outlined below will permit assistance to be given to museums and restorations in the area of planning and consultantcy to maximize the use of Bicentennial opportunities and agencies to bring projects to a conclusion. Funds for local history conferences will provide printing costs and minor expense items incurred in the staging of twelve major local history conferences. The local history publication fund is intended to be used as a grant program to assist worthy local history manuscripts to be published in the most effective and inexpensive manner and to insure that the most useful ones are published. The Technical Leaflet Series is a publication venture designed to provide essential and helpful guidance on selected historical development topics from experts in North Carolina.

The channeling of these items through existing agencies was ruled out because (a) of the priority needs to bring particular historical development projects to a conclusion at a particular point in time (b) of the special knowledge and working relationship which has been developed between Bicentennial staff personnel and Bicentennial organizations promoting such a project, and, (c) statewide festival events are scheduled to revolve around selected historical projects.

Item	1975-76	1976-77
Historical Museum Development	$ 5,000	$
Historical Restorations	$10,000	$10,000
Local History Conferences	500	500
Local History Publications Fund	$20,000	
Technical leaflet series	$ 2,000	

E. Cultural, Recreational and Environmental Development and Promotional Campaigns

Since planning for the future has been established as one of the most important program areas for national, state, and local Bicentennial organizations, funding will be required to plan, coordinate, and to promote development programs and campaigns in several crucial areas: development of cultural centers, unique cultural facilities and environmental clean-up.

It was decided in discussion with officials in the Department of Cultural Resources and the Department of Natural and Economic Resources that the aforementioned projects fell peculiarly under the province of the North Carolina Bicentennial because the statewide system of Bicentennial organizations, primed to think in terms of future needs, affords an unique opportunity for outstanding advances in each area not possible in the regular operations of existing agencies.

ITEMS
(1) Resource workshops and consultative services
(2) Promotion and development of Bike Trails, river Greenway Programs, and Cultural Centers

Budget Requirements	1975-76	1976-77
	$30,000	$10,000

F. Individual and Community Participation in Bicentennial Activities

Since one of the chief aims of the national and state Bicentennial programs is to promote the maximum of participation by individuals and communities and since it is one of the chief desires of the North Carolina Bicentennial to maximize participation of all Carolinians in opportunities provided by Bicentennial Activities, special efforts need to be undertaken to quarantee the desired result.

ITEMS
(1) Advisory Council
(2) Speakers Bureau
(3) Local Officials Bicentennial Achievement Council
(4) Service oriented workshops (to deliver federal and state services to communities.)
(5) Minority Affairs Almanac

Budget Requirements	1975-76	1976-77
	$10,000	$4,000

INDICATORS OF EXPECTED ACCOMPLISHMENTS:

ITEM	1972-73	1973-74	1974-75	1975-76	1976-77
Active County Bicentennial Organizations (*1969)	4	65	100	100	100
Circulation of Agency Newsletter (*1969)	3,500 (free)	6,000 (paid)	8,000	10,000	7,000
Non-state Funding generated by and used by Bicentennial Commission	0	$731,800	$1,500,000	$2,000,000	$1,000,000
No. of film showings of agency produced films	2	271	**300	**400	----
No. of state medals sold (money earned)	$794.39 0	$2,242	$80,000	***---	***---
No. of executive directors employed in local agencies	0	10	12	14	10
No. of historical museums planned/initiated	0	(P) 23 (I) 8	(P) 28 (I) 14	(P) 32 (I) 18	(P) 32 (I) 22
No. of local historical publications planned/initiated	0	(P) 50 (I) 22	(P) 60 (I) 35	(P) 70 (I) 50	(P) 70 (I) 70
No. of restoration projects planned/initiated	(P) 11 (I) 8	(P) 78 (I) 35	(P) 90 (I) 50	(P) 100 (I) 65	(P) 100 (I) 75
No. of local parks planned/initiated	(P) 11 (3) 3	(P) 48 (I) 21	(P) 60 (I) 35	(P) 65 (I) 50	(P) 65 (I) 55
Net no. of individuals serving in titled capacities in bicentennial organizations	80	1,470	1,750	1,900	1,200

* Originated in this year

** 6 TV Showings; 24 TV Showings

*** Whether medal sales will be continued beyond December 1974 has not yet been determined

(P) Planned

(I) Initiated

DIVISION OF ARCHIVES AND HISTORY

NORTH CAROLINA BICENTENNIAL

FIVE YEAR PLANNING PERSPECTIVE

The North Carolina Bicentennial is a temporary agency created specifically for the planning, coordinating, and executing of clebratory projects and programs in connection with the two hundredth anniversary of the American Revolution. While the focus of the Bicentennial programs will fall within the 1975-77 biennium, several of its projects will extend beyond the 1975-77 biennium or will require continuing over-seeing thereafter. It is anticipated that projects and programs generated by the state and national Bicentennial organizations will continue intensively until 1983 and less intensively until 1989, requiring however, skeletal resources in comparison to the needs for the 1975-77 biennium.

Problem: Fulfillment of the American Revolution Bicentennial Administration challenge for each state to develop lasting reminders of the Bicentennial era goals in each action area, and to channel existing projects into effective channels for completion.

Response: Coordination of the following continuing needs beyond the 1975-77 biennium:

1. Festival and Commemorative Event Coordination: required on a continuing basis until the 1989 bicentennial of the ratification of the Constitution.

2. Folklife and Folklore Development: to assist and assure the preservation and promotion of dying folklife traditions and skills, continued study until channeled permanently into another state agency.

3. Historical Publications Completion: completion of oublication process of all items undertaken in the 1975-77 biennium in order to minimize outlay for initial production costs. Upon completion of publication process, all Bicentennial publications will become part of stock lists in the Division of Archives and History.

4. Historical Projects Coordination : required until all state and local projects are brought to completion.

5. Horizons Projects Coordination: required until all state and local projects are brought to completion.

6. Information and Local Services Coordination: required on a continuing basis to maintain viable county structures to see projects to completion and plan for effective use of resources throughout the five year planning period.

DIVISION OF ARCHIVES AND HISTORY

Scholarly Publications Subprogram

I. Program Definition

Purpose

The purpose of the subprogram is educational; it is to promote and encourage the study and writing of North Carolina history; to publish pamphlets for schoolchildren and adults; to publish periodicals, documentary volumes, maps, indexes, and other materials to be used both by laymen interested in the state's history and by scholars doing research in this country and abroad; and to make these materials available, at reasonable cost, to schoolchildren, laymen, and professional historians.

Means and Methods Used to Achieve the Purpose

To carry out the program as defined by law, the Historical Publications Section publishes the North Carolina Historical Review, a quarterly journal containing articles on various aspects and periods of North Carolina history and book reviews; a bimonthly newsletter giving information about historical agencies, organizations, and activities in the state; a volume of governor's messages and public papers following the close of each gubernatorial term; documentary volumes which contain original letters and other papers of outstanding and important North Carolinians of the past; pamphlets and brief county histories for schoolchildren and adults; a new series of North Carolina's colonial records; a roster of North Carolina troops who served in the Civil War; and various other publications such as maps and charts. An overseas researcher works in the Public Record Office and other repositories in England, obtaining relevant and significant documents relating to the state's colonial history. Mail orders, subscriptions, and related functions are handled in the section. Through attendance at regional and national professional organizations, outside editors, writers, and book reviewers are found; these people prepare materials for publication for minimum fees.

The program is educational, providing information on North Carolina history. Publications are sold at or near the cost of printing.

There is one central office in Raleigh; the overseas researcher is stationed in London.

History

In 1903 a law was passed which established the North Carolina Historical Commission; this law, in assigning duties to the commission, provided that it was to collect and transcribe valuable materials and that "the documents collected and approved shall be published. . . ." The first documentary volumes were issued in 1909; the governors documentaries have been published since the administration of Gov. T. W. Bickett (1917-1921); pamphlets were first issued in 1909; the North Carolina Historical Review has been published continuously since 1924; Carolina Comments since 1952; the new Colonial Records series was undertaken by the Carolina Charter Tercentenary Commission (1960-1963), with the idea that the project would be continued by Archives and History after the expiration of the commission, and

both staff and function for this particular project have been continued as part of Archives and History since that time; the Civil War Roster Project was likewise initiated by a commission (the Civil War Centennial Commission, which functioned from 1961 through 1965) with the intention of its being continued to completion by Archives and History, and the staff and project have likewise continued to work as part of the program of Archives and History since the expiration of the commission; various leaflets and miscellaneous historical materials have been published throughout the existence of the agency.

The program has been broadened through the years in an effort to meet demands from the public for materials on the history of North Carolina, to provide supplementary materials for use in the schools, and to make available published resources for research in public, college, and university libraries throughout the United States and abroad. Interest in maps, for example, led to the publication of a set of 15 historical maps in 1966.

Statutory Authority

G.S. 121-4 (4) requires the department "To have materials on the history of North Carolina properly edited, published as other State printing, and distributed under the direction of the Department. The Department may charge a reasonable price for such publications and devote the revenue arising from such sales to the work of the Department." G.S. 121-6 (a) provides that the department is "to promote and encourage the writing of North Carolina history and to collect, edit, publish, print, and distribute books, pamphlets, papers, manuscripts, documents, maps, and other material relating to North Carolina archives and history." G.S. 121-6 (b) requires the editing of a documentary volume of addresses and public papers at the conclusion of each gubernatorial term.

II. Five-year Planning Perspective

A. Inflation

Though inflation is a problem common to many programs in state government, it is a plague of unusual significance to this subprogram because of the rapidly rising costs of paper and printing. The costs incident to printing periodicals, books, and pamphlets have already and will continue to affect adversely this subprogram of Archives and History. The rise in printing costs can be illustrated by the following examples:

Per Page Cost of Printing Documentary Volumes

Year	Volume	Cost
1965	Blount Papers, Vol. III	$ .0115
1969	Jarvis Papers, Vol. I	.0138
1971	Pettigrew Papers, Vol. I	.019
1973	Graham Papers, Vol. V	.026

Per Unit Cost of Printing

North Carolina Historical Review

Year	Cost
1965	$ .67
1966	.73
1967	.71
1968	.70
1969	.94
1970	1.07
1971	1.03
1972	1.21
1973	1.40*
1974	1.49**

* Increased in cost though index was typed and printed from camera-ready copy.

** Price increased though a cheaper paper was substituted at the beginning of 1974; two issues only included in arriving at 1974 price.

Cost of Reprinting Pamphlets

Title	Years Reprinted	Unit Cost
Civil War Pictures	1965	.219
	1967	.24
	1973	.32
Indians in North Carolina	1965	.126
	1972	.211
Wright Brothers	1963	.063
	1966	.067
	1972	.125

The program's response to inflation to date has been the following:

(1) Provide camera-ready copy for publications which lend themselves to this procedure, such as certain indexes and pamphlets.

(2) Use cheaper paper (which, in the long run is not economical).

(3) Publish fewer articles in several issues of the North Carolina Historical Review.

(4) Delay publication (which has been done with the Edmondston Diary, the Jarvis Papers, and reprinting of pamphlet titles which should be kept in print).

(5) Obtain funds from grants and on at least one occasion from the Contingency and Emergency Fund.

These solutions are unsatisfactory in many respects; additional appropriations will be required to maintain the program at its present level and for any expansion.

B. Increased Interest in History

There has been an increased awareness of and interest in local and state history in the past five years. In 1967 there were 64 local and statewide historical organizations in North Carolina; in 1971 there were 98; in 1974 there are 142. Five years ago there were no workshops for genealogists, researchers, and others interested in local history; in the 1973-1974 fiscal year four such workshops were held at Archives and History. Prior to 1972 there were no classes in local history in community colleges; between September 1, 1972, and June 15, 1974, there had been 58 classes in community colleges in the Research in Local History Program; registrants in classes, "Research in Local History and Biography: Materials and Methods" totaled 1,195.

Scholars working in the field of North Carolina history have more and more relied on publications of Archives and History. In the 1963 edition of Lefler and Newsome, North Carolina: The History of a Southern State, there were 37 bibliographical citations to articles in the North Carolina Historical Review and 53 to other publications of Archives and History; the recently revised 1973 edition contains 67 bibliographical citations to articles in the Review and 69 references to other publications of Archives and History. In Dr. Lefler's A Guide to the Study and Reading of North Carolina History (3rd ed., 1969), the section "Select List of Books and Articles Relating to North Carolina History" lists 544 articles from the North Carolina Historical Review and 105 other Archives and History publications. The new book by Lefler and Powell (1973), Colonial North Carolina: A History, in its bibliography, cites many articles and publications of the department. A Xerox of this bibliography, with pertinent publications underlined, is attached. The use of Archives and History published materials in the writing of North Carolina history could be illustrated by reference to many other secondary works which have drawn on the basic materials published by this department.

Requests for permission to quote from or reprint portions of publications and/or articles have come in recent months from Eastfield College, Texas, for use in a book on American literature; from an author preparing a book Plantation, Town and County scheduled for publication by the University of Illinois Press; from the editor of a new edition of The American Tradition in Literature, to be published by Grosset & Dunlap; from the Pendulum Press for a book to be entitled The American People in the Antebellum South; and from the author of a book, Myth and Southern History, to be published as a text by Rand McNally and Company of Chicago. These requests have all come in since February, 1973. Many of the earlier Archives and History publications are not copyrighted, so permission to use material from them is not actually needed but quotations and excerpts are used without any formal request being made.

Reviews of Archives and History publications are another measure of their usefulness. Several are attached. Noted historians have reviewed publications of the department; and the top names in the field (David Donald of Johns Hopkins, Richard B. Morris of Columbia, Harry T. Williams of Louisiana State University, etc., etc.) have reviewed Archives and History publications for other journals and written book reviews for the North Carolina Historical Review.

The trend toward and interest in local history and the use of Archives and History publications as research tools in the writing of the state's history has created more and more demand for publications. This trend is illustrated by the receipts realized from the sale of publications:

Biennium	Receipts
1960-62	$ 25,134
1962-64	29,979
1964-66	38,654
1966-68	46,568
1968-70	52,952
1970-72	56,106
1972-74	65,729

As a response on the part of Historical Publications to the need for more materials on local history, three brief county histories have been published and two more are being prepared for publication. These have been funded by grants. Though the legal responsibility for this function is vested in Archives and History, there has been no appropriation for the county histories. An exchange of information as to activities, programs and means of fund raising by local historical organizations has been publicized through Carolina Comments, with the result that that publication has increased in size and scope (and cost). To make available the vast resources of the North Carolina Historical Review, a cumulative index, covering the first fifty years, is under way.

The section has also endeavored to meet the needs for materials on North Carolina history by publishing the Colonial Records, the Civil War Roster, and documentary publications. The value of these publications is demonstrated through their use in secondary accounts such as the attached bibliography from Colonial North Carolina and can further be noted by reading the attached book reviews and letters.

Material acquired in England since the overseas researcher has been working there has already been used in Colonial North Carolina; the continuation of this project and the subsequent editorial end of the project is essential to a full understanding of the colonial period of North Carolina's history. Currently, two doctoral dissertation students (one from Johns Hopkins, the other from Chapel Hill) are using the photocopies from England in their search as well as unpublished transcriptions of colonial records not yet ready for the printer. It is unrealistic to expect continuing support from nonstate funds; the Colonial Records Project has, to a large extent, so far been funded by grants and foundation money. There is no state appropriation for printing in the Colonial Records budget. Without additional state appropriations, the program will have to be cut drastically (an editorial assistant position and the overseas work will

have to be terminated and plans for publication of future volumes delayed or shelved). Foundation funds are now on hand to support the above-named positions through the fiscal year 1974-1975.

The widespread interest in the scholarly publications of Archives and History is further illustrated by the fact that the North Carolina Historical Review goes to 199 out-of-state libraries and to 34 foreign addresses, 32 of which are libraries. There are standing orders for one or more documentary volumes from 166 universities, libraries, etc.

Interest in local history and recognition of the publications program of Archives and History has resulted in an increased number of invitations to appear before groups to discuss the program--both to local historical organizations and at national and regional professional organizations. For example over 30 talks were made to local groups following publication of Silversmiths of North Carolina; these were, with one exception, given in Raleigh and Wake County because of lack of travel funds. In recent years the administrator of the section has been invited to discuss the publications program at a national meeting of the American Association for State and Local History and to serve as a faculty member for the same organization's Seminar on the Interpretation of History by Historical Societies and Museums (discussing publications as a means of interpretation); to prepare and read a paper on the editing of papers of a recent gubernatorial administration at the Society of American Archivists; and to prepare and give a paper on the subject of publishing in a state historical journal (to be given in April, 1975) at the Organization of American Historians. The quality of the program was also recognized when the section administrator was named chairman of the Editorial Board of the American Archivist, journal of the Society of American Archivists. In addition, the administrator has been elected president of the Historical Society of North Carolina which is composed of seventy-five leading scholars of the state. The edited fourth volume of the Colonial Records, with an expanded introduction, was accepted by the University of North Carolina at Chapel Hill as the dissertation of the editor, William S. Price, Jr.

These efforts to publicize the program and to discuss a program regarded in high esteem on a national basis have been difficult because of inadequate travel funds. Except for an increase from $500 to $514 at the beginning of the 1973-1974 fiscal year, there has been no increase in travel funds since the amount was increased from $200 to $500 in July, 1965. The Civil War Roster Project is being transferred to the section July 1, 1974, and the editor in charge of that project is required to make one or more trips to Washington each year; travel funds will be needed for that purpose. Travel expenses for the five members of the Advisory Editorial Committee, which meets annually, also comes from this appropriation.

Not only for the purpose of publicizing the program is travel needed. Under the present method of getting books and pamphlets edited and written, recognized historians are asked to do the basic work of preparing manuscripts. Fees paid to these individuals do not, in most cases, even pay bare expenses ($10.00 for an article; $100 to $500 for a pamphlet depending on

the nature of the material and other factors; $1,000 for a documentary volume). If outside authors and editors were not willing to do this work for the recognition and prestige they receive by having their material published by Archives and History, thousands of dollars would be required in salaries to pay for staff to do the work. The fact that recognized historians are willing to participate in this program adds to the prestige of the publications and is, in itself, a selling point so far as prospective purchasers are concerned. At the end of June, 1974, historians working on documentary material were living in Virginia, Tennessee, Texas, Alabama, and North Carolina. To confer with these out-of-state people periodically, arrangements are made for conferences held during meetings of professional associations. At the same conventions, efforts are made to obtain additional book reviewers. To continue this arrangement, the section administrator and other professional staff members need to attend regional and national professional meetings.

The need for more travel has been met to date by (1) limiting travel of all but the section administrator to North Carolina and for the most part Wake County; (2) limiting attendance of the section administrator to two out-of-state meetings per year and, when funds for those two were insufficient, supplementing state funds with personal funds; (3) using funds provided by the secretary of the Department of Cultural Resources from her budget for one out-of-state trip; and (4) eliminating travel which should have been done.

III. Plan for the 1975-1977 Biennium

The subprogram plans, in 1974-1975, to continue its ongoing publications, publish two county histories, publish at least one additional pamphlet, publish the first volume of the Iredell Papers (which has also received subsidy from a grant), publish a revised edition of North Carolina Governors, publish the Scott documentary, prepare additional material for publication, and continue its overseas research program. Plans for 1975-1977 call for publication of the fifth volume of the Civil War Roster, publication of at least two pamphlets, publication of the fifty-year cumulative index to the North Carolina Historical Review, continuation of work on Volumes V, VI, and VII of the Colonial Records, publication of at least one additional county history, and follow-through on the long-range plan prepared for 1973 through 1976 (copy with annotations made at the end of 1973 attached).

The subprogram also plans to expand its publicity through advertisements of new publications in periodicals and newspapers, through contacts with book dealers, and through speeches at local historical organizations and regional and national professional associations. Advertising of Silversmiths of North Carolina was done in four regional and/or national publications and in a Raleigh newspaper; the latest volume of the Roster was advertised in Civil War Times. Sales of these two publications (844 copies of Silversmiths and 247 copies of the fourth volume of the Roster) prove that advertising does pay. For example, in the same period of time after publication, only 197 copies of Volume III of the Roster, which was not advertised, were sold. For the six months ending December 31, 1973, a

total of 187 copies of all four volumes of the Roster were sold; during the next six months, reflecting results of the advertisement, 463 copies of the four volumes were sold. Though sales of publications and their use in libraries and by scholars have increased, it is felt that additional promotion would result in a much wider acceptance of historical publications. Many teachers, for example, are unaware of the resources available to them at reasonable cost through Archives and History.

The plans for continuation of regularly published materials and publication of new books and pamphlets will require funding of the Colonial Records Project staff hitherto supported to a large extent by grant funds and the addition of a historical publications assistant I and a proofreader-indexer. The last editorial position added to the staff was in July, 1968, and a typist was added on August 1 of that year. There have been no additions since that time. On the other hand, a stock clerk formerly on the staff of Historical Publications has been transferred to Cultural Resources Administration with the result that the clerical staff of Historical Publications has had to assist from time to time in filling orders for publications.

The workload of the professional staff of six (exclusive of Civil War Roster Project staff) can be illustrated in several ways:

North Carolina Historical Review
Articles Submitted, Appraised, Etc.

Year	Submitted	Revision Suggested	Accepted	Rejected
1962	29		14	15
1963	36		19	17
1964	31	1	19	11
1965	48	1	32	15
1966	37	3	13	37
1967	56	5	25	26
1968	38	3	19	16
1969	49	7	25	17
1970	49	5	18	26
1971	77	6	32	39
1972	48	1	24	23
1973	35	2	10	23
1974 (through May)	22	2	3	17

As of June 1, 1974, 28 articles were on hand to be edited, documentation verified and checked, researched in depth, etc.; 36 had been returned to authors for revision and additional work before being given additional consideration.

Functions Performed by Professional Staff

Year	Pages Indexed*	Pages Proofed (combined total)	Footnotes Researched	Illustrations and Cutlines
1971	1,906	8,392	1,608	198
1973	2,783	11,307	2,970	485

*Excludes indexing on cumulative index to North Carolina Historical Review.

It is impossible to show statistically the work which goes into editing historical material, because hours are required to do needed research, verification, and obtain accurate documentation.

Analysis of Major Changes Proposed

1. Additional appropriations to offset rising costs of printing and paper. Without this money, it will be necessary to curtail the program by delaying or deleting publication of new titles and/or by failing to keep in print pamphlets which serve to meet the needs of schoolchildren.

2. Additional appropriation for printing the cumulative index to the North Carolina Historical Review. This is a major research tool which will make the articles published in the Review for the past fifty years easily accessible to students writing term papers or needing articles for supplementary reading and to scholars writing substantive histories of North Carolina. With an additional typist the index could be prepared and taken to the printer camera ready; without additional clerical help, this large job would have to be set in type by a printer. The latter would be preferable. This request would be for this biennium only.

3. Funds for the publication of brief county histories. It is unreasonable to expect this phase of the program to be financed by grants indefinitely. With the increased interest in local history, this project should be expanded rather than allowed to die.

4. Printing funds for the Colonial Records Project. The printing budget for the Historical Publications Section is insufficient to continue support of Colonial Records printing.

5. Replace grant used to support editorial assistant position in Colonial Records and to fund overseas researcher. As explained above, the project will be severely handicapped if these two positions are not continued; the overseas researcher, who has been working in London since the fall of 1969, and is, therefore, experienced, has no fringe benefits but has been working on a contractual basis. There is danger of losing an employee who has learned his way around the British Public Record Office. Here again, it is unreasonable to expect foundation funds to provide a

substantial amount of the support needed for a program on an indefinite basis.

6. Reduce time spent on routine editorial work by section administrator and historical publications assistant II assigned to the North Carolina Historical Review. These two professional employees have to spend a disproportionate amount of time proofreading, looking for illustrations, sizing pictures and writing cutlines, indexing, and doing other editorial work which could be done by a competent assistant. The section administrator devotes too little time to supervision, planning, promotion, and overall administration because of the necessity of doing routine work described above; the load will increase with the transfer of the Civil War Roster Project to the section; additional supervision will be required thereby. The section administrator is responsible for editing and seeing through the press the public papers and addresses of each governor; the editorial work involved is tremendous. The historical publications assistant assigned to the North Carolina Historical Review faces a constant battle trying to meet deadlines. The section administrator also writes, edits, and sees through the press the six issues of Carolina Comments each year. An additional historical publications assistant I is badly needed to share these functions.

7. Reduce time spent by all editorial staff on proofreading and indexing to permit time for production of new titles to meet continuing demand for materials on North Carolina history. A proofreader-indexer is badly needed. (For workload in this area, see statistics on page 9.)

8. Increase attendance at national meetings of professional historians and at meetings of local historical organizations throughout the state. Travel funds to cover these expenses plus those of the Advisory Editorial Committee and the needed trips to Washington by the Civil War Roster Project editor are needed. It is essential for the section administrator to attend the Southern Historical Association and the Organization of American Historians each year and while there to confer with out-of-state editors and authors working for the department, to find new book reviewers, and to establish professional contacts with other editors. It would be desirable if funds were sufficient to permit occasional attendance by one or more members of the professional staff in addition to the section administrator. Visits to local historical societies, schools, civic organizations, and book dealers would also help make the publications program known and subsequently increase demand for historical publications.

9. Increase sales promotion efforts. This activity ties in with the statements made in number 8, but there should also be additional advertising in national and regional publications. Without sales promotion, there is little demand. Increased efforts in this direction are sorely needed if the historical publications published by Archives and History are to fill the need for such materials.

In summary, without additional funds for printing, staff, travel, and advertising, the program will have to be slowed down; portions will have

to be cut out completely; high-paid employees will have to continue doing work which could be done by employees in lower salary grades; the constant struggle to meet deadlines will have to continue, leaving little time for planning, promotion of publications, supervision, etc.; the program will have to continue to operate without backup personnel for major jobs.

Alternatives to help offset the high cost of printing have already been adopted where practicable: camera-ready copy has been furnished for less complicated publications, such as pamphlets and indexes; a cheaper paper has been substituted for that formerly used for the North Carolina Historical Review and Carolina Comments; and grants have been obtained to meet several needs.

SCHOLARLY PUBLICATIONS SUBPROGRAM

INDICATOR OF EXPECTED ACCOMPLISHMENTS

1974 -- 1977

1974

1. Orange County: A Brief History
2. Rowan County: A Brief History
3. North Carolina's Role in the Spanish American War

1975

1. The Negro in North Carolina History
2. The Depression Years and the New Deal (possibly 1976)
3. The Papers of William Alexander Graham, Vol. VI
4. The Papers of Thomas Jordan Jarvis, Vol. II
5. The Papers of David Settle Reid
6. Scott Documentary

1976

1. The Papers of James Iredell, Sr.
2. The Papers of Thomas Jordan Jarvis, Vol. II
3. Colonial Records, Vol. V

1977

1. Colonial Records, Vol. VI
2. The Papers of William Tryon
3. The John Gray Blount Papers, Vol. IV

In addition to the above publications the Historical Publications Section will continue to publish North Carolina Historical Review, Carolina Comments, Biennial Report, and will reprint out-of-print pamphlets, maps and charts. It will also publish as its Bicentennial contribution a Bibliography of American Revolution publications.

DIVISION OF ARCHIVES AND HISTORY

TRYON PALACE SUBPROGRAM

I. PROGRAM DEFINITION

PURPOSE:

To preserve and administer the Tryon Palace Complex for the education and enjoyment of the public.

MEANS TO ACHIEVE PURPOSE

By (1) physically preserving the reconstructed government houses and associated buildings and grounds; (2) conducting research for increased understanding of the history of the period represented by the complex; (3) providing adequate interpretation of the complex (both through costumed guides and through audiovisuals and publications); (4) conducting public exercises, workshops, symposia, and other activities designed to increase knowledge and appreciation of the history of New Bern and eastern North Carolina during the late eighteenth and early nineteenth centuries; (5) operating, stocking, and maintaining a museum shop and garden shop as a service to the public; and (6) acting as a liaison between the Division of Archives and History, the Tryon Palace Commission, and the City of New Bern. The complex consists of 20 buildings, including the following open to the public: the palace and its wings, the John Wright Stanly House, and the Stevenson House. Two other historic buildings are used for administrative purposes, and the spacious grounds and gardens provide a handsome setting.

HISTORY AND STATUTORY AUTHORITY

In 1945 the Tryon Palace Commission was founded with members appointed by the Governor. This Commission, first through the Department of Economic and Cultural Resources and later through the Department of Cultural Resources was charged with the reconstruction, restoration, landscaping and furnishing the original Tryon Palace, Colonial capitol of North Carolina. Matching monies from the Commission Chairman Mrs. James E. Latham and the state were used to purchase land and on the death of Mrs. Latham in 1951, her entire estate valued at over $1,000,000 has been used for the restoration of the buildings. All properties are deeded to the State of North Carolina which is charged with their staffing and maintenance.

II. ADMINISTRATIVE FIVE YEAR PLANNING PERSPECTIVE

The Five Year Planning Perspective and Plans for the 1975-1977 Biennium are illustrated below in detail by each branch. Administratively there are two major concerns which by 1979 will have reached major problems if not corrected. First is a security system throughout the complex which will provide fire and theft protection of the finest order. Part of this problem will be met when a smoke detection system is installed in the main buildings this fiscal year. However, this plus burglar

alarm systems must also be extended to all exhibitions buildings in the complex. Additional security guards (See Appendix A) must also be hired to provide a 24-hour continuous patrol system to the complex.

The second major problem administratively concerns the upgrading of the present Typist II to that of Office Manager and the hiring of a typist for purely clerical work. Without an efficient Office Manager or Personnel Director whose attentions are not constantly being diverted by typing correspondence, no office can long survive effectively. In connection with this problem comes that of adequate business and clerical machines. The annual appropriation for all equipment for Tryon Palace (office, grounds and maintenance) is $1,000. The typewriters, copiers, mimeographs and adding machines are all due for replacement in the very near future.

EDUCATION AND INTERPRETATION PROGRAM

I. PROGRAM DEFINITION

PURPOSE:

The purpose of the educational and interpretive program at Tryon Palace is to present a vital picture of life in the late eighteenth and early nineteenth centuries, as well as the history of Tryon Palace and its environs, to visitors of the complex.

MEANS AND METHODS USED TO ACHIEVE THE PURPOSE

The history and lifestyle of the period of the attractions within the complex are presented through the orientation program and other audio-visual aids, through the direct interpretation of the hostess-teachers and through various publications and special programs of the complex.

II. FIVE YEAR PLANNING PERSPECTIVE

With increased interest in America's heritage generated by the American Revolution Bicentennial and with the growing travel patterns of the American public, inspite of the energy crisis, the Tryon Palace Complex can look for increased attendance during or for the 1974-1979 period.

This increased visitation will mean a greater number of hostess-teachers will be required to handle additional visitors.

The more knowledgeable the American traveler becomes, the more he demands. The full development of the crafts program is a necessity.

Adequate preparation of students of public and private schools for their Tryon Palace Complex tours must be aided with the assembling and distributing of study kits for classroom use.

Means must be found to spread the Tryon Palace Complex story. Traveling exhibits or mobile displays as well as improved exhibits within the complex are vital.

III. PLAN FOR THE 1975-1977 BIENNIUM

With increased visitation comes the need for increased staff. Space limitations within the buildings of the complex prevent large numbers of persons going through in escorted groups. Security demands that all groups be escorted. A basic corps of permanent hostesses, supplemented by additional part-time hostesses at peak seasons is the desired approach.

An expansion of the crafts program must be placed on those crafts which have a logical connection to both the history and life-style of Tryon Palace and the Stanly and Stevenson houses. Present efforts are being made to carry on candlemaking and spinning. Weaving and dyeing will fit into the expanded crafts program within the next biennium. Other avenues of expression can be investigated forthe future.

Whereas the current work in crafts is being carried on by one person, the work in an expanded program will require additional people. While some of the present hostesses may be incorporated into the program, craft specialists will also be needed.

Visitation by school schildren to the Stanly and Stevenson houses can present problems. Elementary students do not find a great deal of interest in these houses. Large groups and heavy traffic show in the wear and tear on the houses. The education department wishes to limit visitation to these houses to students of grade ten through twelve who are studying furniture design, architecture or some other specific topic which can be illustrated in these houses. To achieve this end it is hoped that kits may be prepared for classrooms prior to visitation, thus allowing adequate preparation of the students. Books, slides and other aids will be included in these kits arranged by category, grade level and subject matter.

To spread the word of Tryon Palace and all it has to offer, special exhibits in a mobile van would be a great asset to the educational program. Such a van could be used at district conventions of the North Carolina Association of Educators, travel shows and other promotional events. A huge tractor-trailer would not be required for this if a van large enough to permit people to enter and exit could be obtained.

Increased use of the Tryon Palace auditorium for such activities as film festivals for historic preservation, etc., has placed a real strain on the aged audio-visual equipment in the auditorium. New motion picture projectors are needed immediately.

With the increased paperwork involved in reservations of visiting groups, in updating and adding materials to the interpretive program and in operating the crafts program, part-time secretarial help is needed for the education department. A program exists in the local high school which places business students in their senior year in such on-the-job training at minimum wages. These students attend classes in the morning and are able to work in the afternoons. The heop of such a student here would benefit the department greatly.

PUBLICITY AND PROMOTION PROGRAM

I. PROGRAM DEFINITION

The Public Relations, Public Information, and Advertising Program is the general and varied tool by which the public in all its aspects is continually informed of and about the Tryon Palace Restoration Complex.

PURPOSE:

To make available through all media information that will attract increased visitation to and a greater interest in the complex, as well as create a greater awareness of and community involvement in the Complex.

HISTORY:

Historically speaking, the program of Public Relations, Public Information, and Advertising has been one of reaction rather than planned aggression. Much publicity emanated from the newness of this major restoration and from special events connected with the subsequent openings of the restored homes added as exhibition buildings, rather than from any coordinated, planned programs. This was due largely to a lack of staff as well as facility to undertake a broader program.

However, in recent years, there has been a greater emphasis in this important area brought about by staff and Commission recognition that the "Tryon Palace Complex story" was seldom reaching beyond the borders of North Carolina, and, even in the state, could be at best considered limited. Recognition of the situation is an important step forward, and certainly much has been successfully implemented that can lead to a broader and more sweeping program.

MEANS AND METHODS USED TO ACHIEVE THE PURPOSE

Present means and methods include Brochure Distribution through subscription service of Travel Trade Magazine, manual distribution in the area, distribution of brochures to North Carolina Welcome Centers, South Atlantic Coastal Attractions, Southern Highlands Attractions, Motor Clubs, Gasoline-Service Clubs (with coupon discount), Automobile Associations, etc. Brochure Distribution also includes answering the many individual requests for information about hours, days open, etc. 100,000 of the new "Tryon Palace Restoration Complex" brochures were distributed from May, 1973 to April, 1974 when another 50,000 had to be ordered.

PLANNING PERSPECTIVE

The present means and methods are only adequate to maintain and slightly increase visitation to the Tryon Palace Complex. By no means should it be construed that these efforts be nullified, for quite the contrary, they are successful as far as they go. However, if the Tryon Palace Restoration Complex is to receive its share of national and Canadian attention which will make for increased visitation and revenue, a broader nationally oriented advertising, public relations program

must be instituted. Furthermore, such programming must include professional distribution of brochures and information throughout the eastern seaboard, and the type of all media planning that will create a nationally attractive image, ultimately converting the Tryon Palace Complex into a travel destination.

I. FIVE YEAR PLANNING PERSPECTIVE

Many of the changes proposed are, naturally enough, cost items. The hiring of a Public Relations - Advertising company to achieve through varied media a national image is an expensive undertaking. While the staff of the complex is limited, there would be adequate time to work with such a firm in any way they would need help. The importance of utilizing such a firm would be that they would have the facility of the media and staff at hand, and the proven ability to get the job done.

The hiring of a professional brochure distribution firm is another problem. There are many such firms that keep all racks full throughout the east and the midwest. Again, this is a cost item. It would appear that the state itself might, in the future, consider such a firm for distribution of brochures related to non-profit historical sites such as Tryon Palace Complex, Bath, Edenton, Caswell Memorial, Ft. Macon. Obviously, historic sites cannot meet a budget that includes such an item as a professional brochure distribution outfit, yet historic sites (next to scenery) are what attracts the tourist. Perhaps, one brochure covering all sites in a certain area should be developed and so distributed. The availability of information on an attraction is certainly a requirement that should be filled at all points in eastern America.

There are certainly a number of ways that the Tryon Palace Complex can work to achieve greater exposure, though it must be mentioned again that staff is limited and much time is involved directly in making the complex operative daily. We are attempting to achieve a greater liaison with the Travel and Promotion Department of the North Carolina Department of Natural and Economic Resources, and through Advisory Board membership, hope to benefit in the 5-year reorganization of the North Carolina Travel Council. Plans for a permanent travel display are being considered carefully. Installation of a crafts program as part of the complex tour will serve to heighten interest and presents a new opportunity for publicity.

Means and Methods must also consider the accommodation of various groups--student, garden club, motor coach, senior citizens, etc. This service includes answering requests for tours with information about the area that would be beneficial to the group as well as physically accommodating the group in such a manner that they are impressed enough not only to return but to spread the word. Examples of accommodation are special programs such as Jones House Luncheon for Sir Walter Cabinet or candlelight tour for Women of the North Carolina Broadcasting Industry.

Distribution of films and slide sets about Tryon Palace throughout the nation is another service and also a form of advertising. This service proves popular with garden clubs and historical societies particularly.

III. PLANNING FOR THE 1975-1977 BIENNIUM

Installation of new events with resultant publicity are shaping a clearer image of the Tryon Palace Complex as a center of culture for the community and the region. The image of an exclusive museum melts away as more people from more walks of life discover the complex through these events. Examples are appropriate film series, symphony concerts, Gardener's Sunday, museum intern program, and New Bern City Schools Arts and Crafts Show. The byproduct is increased visitation and interest even on the part of New Bernians who for years have neglected to visit or bring guests to the complex.

Other special projects include a major emphasis on attracting students from both private and public schools throughout North Carolina. This is an area that offers broad potential for increased visitation in the future, and also for student groups in the neighboring states of Virginia and South Carolina. A major mailing of 2200 letters to school supervisors, superintendants, etc., in 52 counties (March 1, 1974) resulted in visits from many schools that had not visited the complex before or had not visited since the opening years. A part of advertising is attendance of a member of the staff at many of the North Carolina Education Association district meetings held around the state in the autumn of the year.

Publicity engendered by the Travel and Promotion Division of the North Carolina Department of Economic and Natural Resources (May, 1973 cover article of "Midwest World" Magazine of Ohio, and 1974-75 cover showing Tryon Palace and Gardens on official North Carolina map) or through our invitation to certain writers (May and July, 1974 "Antique Monthly" Magazine articles by Mary Hubbard, and series of 1974 Symposium articles in the Greensboro newspapers by Mrs. Eleanor Kennedy) or unsolicited (articles on the complex and New Bern in March, April, 1973 "Southern Living" Magazine) are presently our best national and "beyond the region" publicity.

The advertising budget limits direct advertising to all but a few advertisements per fiscal year. Two advertisements ("Tryon Palace Is Your Gateway To The Revolution") run in September, 1973 and January, 1974 issues of "Travel Trade" Magazine produced hundreds of requests for brochures and additional information through the computerized request service of that magazine; largely from travel agencies throughout the United States and Canada. Paid listing in "Historic Place" sections of "Antique Monthly" Magazine and "Antiques" Magazine are monthly reminders of the Tryon Palace Complex to readers of those publications.

Efforts have begun toward the shaping of package tours for the central coastal area of North Carolina. With Tryon Palace Complex, Walking tours of Historic New Bern, Croatan National Forest, Atlantic and Ocean Beaches, Historic Beaufort, Morehead City, Cape Lookout National Seashore, Hammocks Beach State Park, Caswell Memorial and Ram Neuse, few areas are better equipped to develop in the direction of package tours.

The Tryon Palace staff, Commission members, and others must work to convince the Department of Transportation that new directional signs (not billboards) are needed to point out the sights that can be seen not too many miles off busy Highway I-95. For example, the Tryon Palace Complex will be only 81 miles off the new intersection of I-40 and I-95 at Smithfield, and within a few years, all of those 81 miles will be easy, dual lane. Steps should be taken

now to insure that motorists are directed to Tryon Palace Complex and Gardens; not to mention the nearer sights of Aycock Birthplace, Cliffs of the Neuse, and Caswell Memorial/Ram Neuse etc. Throughout North Carolina, such directionals can lure the north/south visitor who has leisure time to divert.

The South Atlantic Coastal Attractions Association presents an opportunity for a unity among the major attractions along the lower Virginia and Carolina coast. While only moving into the conversational stages, there is no reason that this organization (now primarily engaged in mutual brochure distribution) could not be strengthened to become the important tool of advertising and public relations that the Southern Highlands Association has long been.

GROUNDS PROGRAM

I. PROGRAM DEFINITION

PURPOSE:

To provide and maintain an attractive and appropriate landscape setting for the buildings of the Tryon Palace Complex.

MEANS AND METHODS USED TO ACHIEVE THE PURPOSE

The grounds and gardens of the Tryon Palace complex are designed and maintained to compliment the particular historical period represented by the houses and other buildings of the complex so that the visitors might receive the most in aesthetic pleasure and historical education, regardless of the season in which the grounds and gardens are viewed. This is accomplished through administrative research and planning, efficient use of men, materials and machines, and utilization of accepted horticultural and agronomical practices.

II. FIVE YEAR PLANNING PERSPECTIVE

An increased promotional program on both the state and local levels and the increased interest in historical sites generated by the American Revolution Bicentennial will, no doubt, result in increased attendance to the Tryon Palace Complex. This increase will be in addition to the general trend of increased visitation experienced over the last few years unless a serious gasoline shortage develops.

The continuing program to inject more living history and lifestyle into the interpretation of the Tryon Palace Complex and the initiation of a crafts demonstration program will result in the utilization of areas of the grounds and out-buildings not here-to-fore used for these purposes and will create new responsibilities for the grounds staff.

Recent property aquisitions by the Tryon Palace Commission on Eden and Pollock Streets will ultimately result in an expansion of the facilities of the Complex. The Eden Street property will be developed into a paved and landscaped parking lot which will double the capacity of the present un-paved and un-landscaped facility. The future development of the Pollock Street property is not known at this time, but it will certainly present an additional maintenance responsibility regardless of how it is used. The sales of the Museum Shop and Garden Shop to the visiting public have shown a remarkable increase over the past two years and it is to be expected that this trend will continue in proportion to the projected rise in visitation. The plant materials sold by the Garden Shop, for the most part, are purchased on the open market. In addition, the increased facilities of the complex will result in a greater demand for plant materials. This suggests the desirability of having a plant production facility, such as a greenhouse, on the Palace grounds so that the needed plant materials could be grown here without having to depend on the availability and pricing whims of the open market.

II. PLAN FOR THE 1975-77 BIENNIUM

The grounds maintenance routine will essentially remain the same during the 1975-77 biennium, except that it will be enlarged in scope by increased visitation and expanded facilities. The existing manpower and available equipment and material resources cannot meet theprojected needs of the next two years without a corresponding loss of effectiveness. Specific recommendations to maintain the grounds sub-program at optimum efficiency are as follows:

1. Increase the compliment of the Grounds Branch by one additional groundsman. The need for this person already exists as evidenced by the necessity to employ temporary groundsman on a year-round basis. With the expansion of the Tryon Palace Complex the need will be amplified.

2. Convert the equipment system from multiple self-powered units, each of which performs a specific operation, to be system whereby a single power source, such as a small tractor, would power an attachment which would perform the specific operations. The latter system would result in much less engine maintenance, freeing men for other duties, and less replacement cost for the attachments when they become unserviceable.

3. Construct two small greenhouses for the purpose of producing seasonal plants for the gardens and grounds of the complex and for maintaining a constant supply of souvenir plants for the visiting public to purchase at the Garden Shop. Each year it is becoming increasingly difficult to obtain needed plants of the proper kinds at the proper time on the open market. Such a system would ultimately be an economic benefit to the state and to the Tryon Palace Commission, for the plant materials could be produced at a cost far lower than if they were procurred from commercial sources. As an added benefit, planning would be more efficient with a dependable source of plant materials available.

COLLECTIONS AND COSTUMES PROGRAM

I. PROGRAM DEFINITION

PURPOSE:

The purpose of this program is to increase the efficiency in the care and maintenance of the irreplaceable Collections houses in the Tryon Palace Complex; and as each year hopefully brings a rise in attendance, the careful study of maintenance problems will become more complex, and the increasing visitation will necessitate more activity in the Costume Department.

MEANS AND METHODS TO ACHIEVE THE PURPOSE

A working knowledge of standard museum techniques of accessioning, preservation, storage, ability to administer a staff and work with the public. Knowledge of reference materials which relate to all facets of this work.

II. FIVE YEAR PLANNING PERSPECTIVE

As the annual attendance increases, additional guides, hostesses, and security measures must be considered. The annual visitation rise will mean additional staff members in the maintenance of the Collection. The implementation of the Combination Ticket has brought traffic into the Stevenson and Stanly Houses which is creating unprecedented strain on the facilities of these buildings.

Some part-time secretarial help would release the Registrar for more careful and more frequent inspection of the Collection.

It would be helpful if the availability of travel funds could be increased to include more related seminars, association meetings which would increase the working knowledge of the Registrar and staff.

III. PLAN FOR THE 1975-77 BIENNIUM

Tryon Palace has a valuable collection of artifacts which if properly catalogued, with proper methods of preservation, could be one of the most important means of teaching the history of the period to all citizens. The help of a trained preservationist, possibly on loan from the Archeology Section, in the field is highly desired. All artifacts undergo great change unless properly treated.

To date, there have been no published catalogues of any items in the vast collections housed in the Tryon Palace Complex. The collection consists of case pieces of furniture, mirrors, paintings, prints and engravings, lighting devices, carpets, fireplace furniture, silver brass, pewter, copper, iron, tin, ceramics, wood, glass, leather, sculpture, books, maps, documents and currency, and textiles. Any of the above-mentioned or the design periods included would be applicable for scholarly publications. It is hopeful that more printing funds can be made available for catalogs illustrating this vast wealth of material.

MAINTENANCE PROGRAM

PROGRAM DEFINITION

PURPOSE

The maintenance program is set up for the purpose of insuring the validity of a sound and historical appearance to the Tryon Palace Complex and to keep the buildings and mechanical aspects of the buildings in a working and efficient state of repair.

MEANS AND METHODS USED TO ACHIEVE THE PURPOSE

This program insures a more efficient working force by means of close supervision, staff meetings and lectures on proper maintenance procedures. Periodic inspection of buildings and mechanical units are made in order to plan group working parties. The development of security is accomplished through a program which includes methods of firefighting for historical sites and ways and means to arrest the possibility of theft and vandalism. The supervision of security guards and improvement on security measures are also undertaken.

HISTORY

The Tryon Palace was reconstructed in 1952-1959 and the houses restored in 1960-1970. This was done without consideration for physical maintenance in the nature of repairs such as painting, replacement of rotten woods and replacement of worn mechanical parts. On October 15, 1971 a maintenance report was submitted to the director of Tryon Palace on the needed repairs to the buildings in the complex. This report showed the necessity for larger allotments of funds to be appropriated annually for repairs. A much larger maintenance fund was granted in the 1973-1974 budget and on August 1, 1973 a carpenter and a painter were added to the maintenance staff.

FIVE-YEAR PLANNING PERSPECTIVE

The cost of construction elevates at the rate of 1% each month or approximately 12% annually. Due to this rise in the cost of repairs and maintenance, it is necessary for maintenance expenses to be held at a minimum. A five year plan is set up to insure the maintenance department of Tryon Palace to function in a more self-contained manner. This program will be achieved by the following schedule and recommendations.

A. Erect and equip a complete woodworking, machine and paint shop.

1. A woodworking shop to enable the staff to reproduce woodwork in the nature of 18th and 19th century mouldings, doors, windows, gates, fences, and louvers. Also to be equipped for the construction of more modern artifacts display and gift shop display cases.

2. A paint shop for the purpose of storing a larger quantity of paint and a more convenient method of mixing special antique paint colors.

3. A machine shop equipped with the proper implements for repairs to heating, air conditioning units, plumbing and electrical circuits.

4. All shops would be contained in one building with working equipment such as ladders, scaffolding and drop cloths.

B. A planned schedule of painting is being set up in order to have each building in the complex painted every three to four years. A large amount of preparation is required since many buildings have reached a run-down state of repair. The time of preparation will be greatly reduced as a routine paint schedule is set into working form.

C. A continued growth in the knowledge of the mechanical aspects of more modern techniques of carpentry and woodworking equipment and newer mixing methods of paints will be obtained through classes at trade schools and the local community college. This information will be relayed to each staff member in order to broaden his knowledge and interest in each work load.

D. As mentioned above, thepurpose of this program is to enable the physical plant to become as self contained as logic will permit. It will still remain necessary for major repair projects to be contracted to outside bidders. Recommendations for such necessary repairs will be reported in order that appropriate funds be allotted annually.

E. The expansion of security measures are highly recommended. This expansion schedule is planned in such a manner as to have a security guard on duty in the complex at every closed hour. See Appendix A.

III. PLAN FOR THE 1975-1977 BIENNIUM

Completely repaint the exterior of the Jones House, the McKinley-Daves-Duffy House and the Stevenson House, including all out buildings, fences, etc.

Replace all rotten wood as the paint projects are undertaken.

Remove deteriorated chimneys from the roof line up on the East and West Wings. Rebuild the chimneys with solid brick work about the flue liners and apply an asphalt and fiber membrane around the intermediate brick work with a finish coarsing of reproduced handmade brick.

Remove the old asphalt and gravel roof from the parapet walls of the main building, East and West wings, Replace with a bituminous composition of hot tar and saturated building paper. Outer covering of 90# mineral paper coated with a composition of asphalt and asbestos.

Patch all damaged plaster caused by water leaks in the East Wing and completely repaint the interior which includes all walls and woodwork.

Clean and repaint all woodwork on the exterior of the main building.

Overhaul the boiler plant which includes the following recommendations:

Relocate the hot water circulating pumps to the front of the boilers and repipe so that the boilers and cold water make-up are on the suction side of the pumps.

Install a "retarel" type air eliminator and repipe; to the existing expansion tank using larger lines and proper airtrol fittings.

Install an outdoor reset control to control boiler water supply temperature from outside air temperature.

Repair as needed all motorized valves and thermostats.

Strip the walls in the ticket sales room of the auditorium and apply drywall. Paint finished walls and woodwork to match color scheme in the auditorium lobby.

Waterproof all brick walls on the main building, East and West Wings, with the use of a "Hydricide" or a clear Chlorinated rubber waterproofing called "primied standard clear" or as equal.

APPENDIX A

TRYON PALACE SECURITY SCHEDULE

	EVENINGS NO ONE ON PREMISES	ONE MAN ON PREMISES	BOTH MEN ON PREMISES	MORNING- NO ONE ON PREMISES
MONDAY	5:30 to 8:30	8:30 to 6:00		6:00 to 7:30
TUESDAY	5:30 to 8:30	8:30 to 6:00		6:00 to 7:30
WEDNESDAY	5:30 to 8:30	8:30 to 6:00		6:00 to 7:30
THURSDAY	5:30 to 8:30	8:30 to 6:00		6:00 to 7:30
FRIDAY	5:30 to 8:30		8:30 to 6:00	6:00 to 7:30
SATURDAY	5:30 to 8:30		8:30 to 6:00	6:00 to 7:30
SUNDAY	5:30 to 8:30		8:30 to 6:00	6:00 to 12:00 noon

PROPOSAL FOR ONE ADDITIONAL SECURITY GUARD AND SCHEDULE

	MON.	TUES.	W ED.	THURS.	FRI.	SAT.	SUN.
TAYLOR HARPER	4:30-12:30	11:30-7:30	off	4:30-12:30	11:30-7:30	off	5:00 A.M.-1:00 P.M.
ED GRIFFIN	off	4:30-12:30	11:30-7:30	off	4:30-12:30	11:30-7:30	4:30-12:30
NEW GUARD	11:30-7:30	off	4:30-12:30	11:30-8:30	off	4:30-12:30	11:30-7:30

DIVISION OF STATE LIBRARY PROGRAM

I. Program Definition

North Carolina is greater than the land, water and air within its designated boundaries. Those natural resources have real value only as they relate to human resources. It is people that North Carolina is all about - people with their individual and group needs and ways of relating to environment and each other. That is also what North Carolina libraries are all about - especially the Division of State Library of the Department of Cultural Resources.

Purpose

Like the department of which it is a division the State Library is dedicated to improving quality of life in North Carolina. Moreover, it is an essential information and enrichment agency, for without adequate libraries to collect, preserve, organize and make accessible the wealth of competency developing, supportive materials and data necessary for civilization and basic coping skills, progress ceases and regress begins. Thus, the State Library with its unique responsibilities to state government and in its role as coordinating and supportive library for all other libraries in North Carolina is in effect the most important library in the state. For these reasons it was designated the Official Information Center of North Carolina on October 9, 1972.

Means and Methods Used to Achieve the Purpose

The State Library meets its responsibilities through its administrative offices and four interdependent sections of equal import each of which has several branches some of which are further divided into functional units contributory to achievement of the overall purposes of the agency. Units, branches, sections and division as a whole have measurable objectives and can be evaluated annually or more often as desired or indicated by technological advances or social changes that may suggest realignments of services or allow for reductions in operational costs as has been the case in response to recommendations of the Governor's Efficiency Study Commission. Performance indicators are built into program, subprograms and sub-subprograms for this very purpose.

History and Statutory Authority

The State Library was organized in 1812 as an adjunct service of the Office of Secretary of State. As initially conceived the State Library was of and for the service of state government including the Governor's Office, the Legislature and various agencies. The North Carolina Library Commission established in 1909 was directed towards assisting local governments to create and maintain libraries to serve the general public. The General Assembly of 1955 united the State Library and the North Carolina Library Commission effective July 1, 1956, and the latter became the Exten-

sion Division of the new North Carolina State Library of which there were two other divisions, namely, the General Services Division and the Technical Services Division. A fourth division, Library Services to the Blind, was established in 1958 and a fifth, the Processing Center, in 1960.

In the 1960's the structure of the North Carolina State Library changed further in the interests of efficiency and economy as well as of clearer delineation of areas of responsibility. With the assumption of provision of library service to all persons denied access to local libraries and/or ordinary use of library materials by reason of physical handicap or confinement in a state institution, Library Services to the Blind became the Special Services Division. For purposes of eliminating duplicative functions, the Processing Center became a part of the Technical Services Division. To avoid confusion with other agencies and functional programs of government, the Extension Services and General Services Divisions of the State Library changed their names to Library Development and Reference Services Divisions respectively.

Early in the current decade the Library Development and Reference Services Divisions underwent further delineatory name changes to Public Library Development and Information Services Divisions respectively. Then, on July 1, 1973, when the State Library which had been known as the Office of State Library of the Department of Art, Culture and History for a brief period, was statutorily designated the Division of State Library of the North Carolina Department of Cultural Resources, all divisions of the State Library became sections of same. Consequently, the Division of State Library now consists of four sections, namely, the Information Services, Public Library Development, Special Services and Technical Services Sections for which the Administrative Offices of the Division provide initiative and responsive leadership and coordination of efforts as indicated in the attached table of organization.

Statutory authority for the Division of State Library and its services through its sections is found in G.S. 125 and 143-B.

ADMINISTRATION SUBPROGRAM

I. Program Definition

Administration of the division includes overall supervision of division subprograms and sub-subprograms as well as the provision of certain general support service for the Department of Cultural Resources.

Purpose

Program responsibilities of Administrative Offices include general planning, staffing, personnel development, communications, record-keeping and auditing operations concomitant with coordination and reporting of cooperation among sections within the division and the department of which the division is a part, of interlibrary cooperation among all types of libraries in the state and with certain interstate cooperative library endeavors and of the administration of certain state and federal grants-in-aid programs for libraries, primarily the State Aid to Public Libraries and the Library Services and Construction Act programs.

Means and Methods Used to Achieve the Purpose

Administration uses the skills of the State Librarian, of his staff and of the departmental administrative staff to supervise and coordinate the various internal and external operations and subprograms of the division. In addition Administration acts to meet its responsibilities by initiating the establishment of measurable objectives and by responding to demonstrated and/or otherwise indicated needs for the development or realignment of said objectives as desirable and/or necessary.

History and Statutory Authority

Present areas of administrative responsibility were created by the union of the old State Library and the North Carolina Library Commission effective July 1, 1956 and in response to interval developments as well as to participation in realignments resulting from the reorganization of state government beginning in 1971 and still in process. Statutory authority relative to these responsibilities and the relation of the division to the Department of Cultural Resources is found in G.S. 125 and 143-B.

II. Five-Year Planning Perspective

Administration plans for the five-year period beginning July 1, 1974 and running through June 30, 1979 include primarily initiative and responsive support of section subprograms and projections in the Division of State Library and cooperation in the programs, subprograms and projections of the Department of Cultural Resources. Some specific administrative objectives are:

Problem: To foster effective input into the development and implementation of immediate and long-range goals of the Department of Cultural Resources.

Response: To maintain a divisional administrative advisory council consisting of State Librarian, Assistant State Librarian, Section Chiefs and Coordinator of Federal Programs and to meet at least once monthly to discuss and evaluate programs, project needs, and suggest matters for discussion and evaluation at the departmental level.

Problem: To promote division staff development and strengthen section planning and performance.

Response: To train staff development teams for the division and each section in cooperation with the Secretary of Cultural Resources, departmental administrative officers and the State Personnel Division and to provide opportunities for formal and informal education, including participation in local, state, regional and national library conferences or other appropriate meetings as a means of staff development on all levels.

Problem: To communicate program and budget needs or realignments, including costs of additional staff, equipment and contractural services, to the Secretary of Cultural Resources and departmental administrative officers.

Response: To participate as needed and requested in department conferences and cross communications sessions after adequate input from the division administrative advisory council.

Problem: To achieve adequate and functional quarters for the Division of State Library.

Response: To work with the Secretary of Cultural Resources to determine the amount and arrangement of space needed to bring the functions of the division together and, therefore, to achieve more effective utilization of space, personnel, bibliographic materials, means of communications and equipment.

Problem: To foster more input from and more explanatory communication to librarians in all types of libraries throughout the state, region and nation for purposes of establishing new objectives and determining new directions for achieving objectives.

Response: To establish and effectively utilize appropriate committees directly tied to the division and its sections and to improve communications with official committees and sections of the North Carolina Library Association, the Southeastern Library Association, the American Library Association, the Special Libraries Association and other organizations of similar purpose by staff participation in their open meetings and conferences or in other such meetings or conferences upon invitation.

Problem: To encourage serious research in library related areas

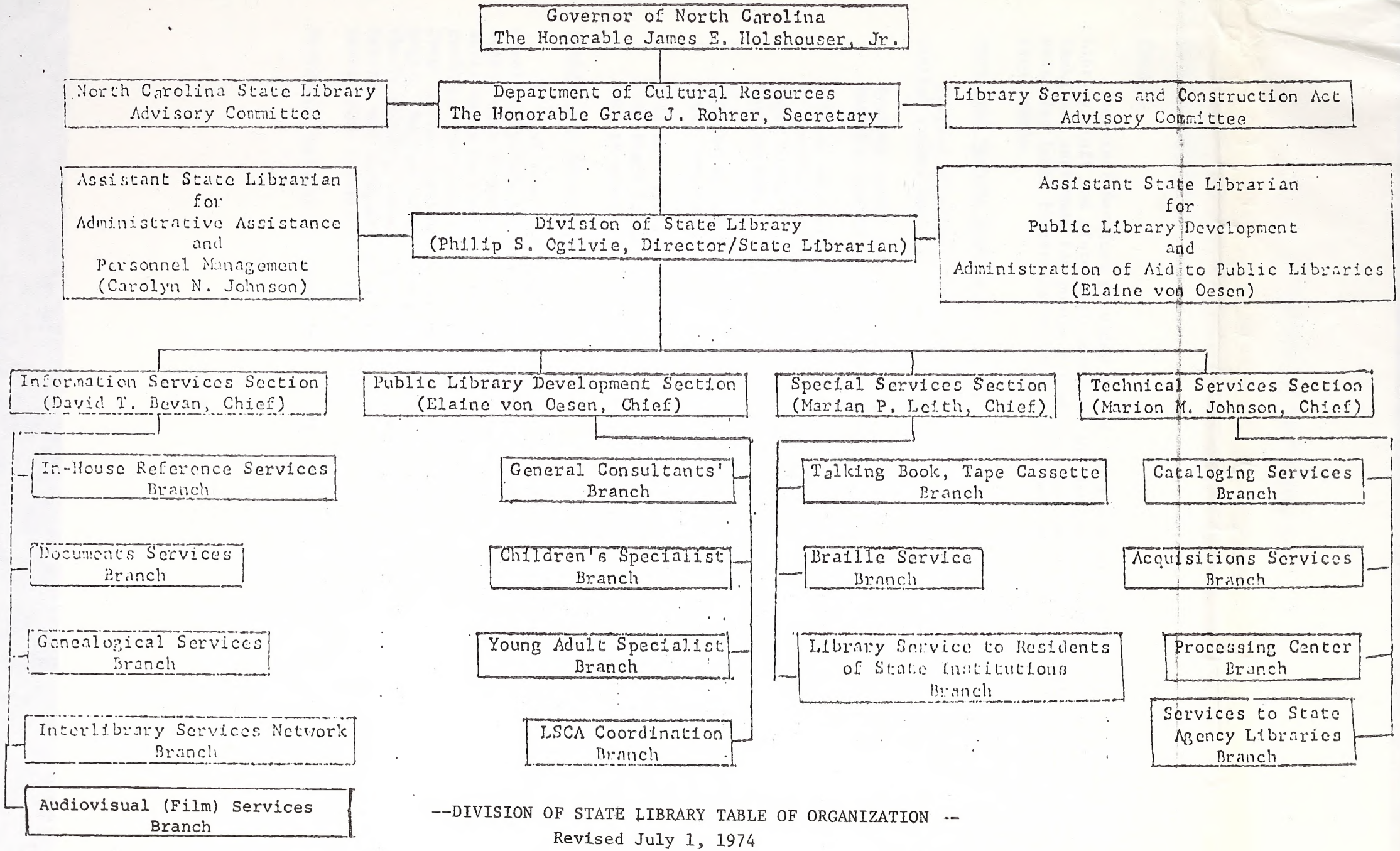
and make the results available through Division of State Library monographs, research papers or whatever.

Response: To begin with publication of a completed research paper on public library usage by Dr. Ray Carpenter and to encourage similar research so as to be able to publish one such paper annually in this five-year period.

III. Plan for the 1975-1977 Biennium

Indicators of Expected Accomplishments

Accomplishments other than those ongoing or anticipated activities indicated in Problems and Responses above will be measured by success in assisting sections to attain their goals at least to the extent indicated for the period in their plans for the biennium.



--DIVISION OF STATE LIBRARY TABLE OF ORGANIZATION --
Revised July 1, 1974

DIVISION OF STATE LIBRARY

TECHNICAL SERVICES SECTION SUBPROGRAM

I. Program Definition

Purpose

Technical Services provides needed library materials so that both State Library staff and state employees can find and use them easily. Similiar tasks are performed for public libraries, state agencies and state institutions, releasing local librarians to serve individual and group needs of North Carolinians.

Means and Methods Used to Achieve the Purpose

Prepare materials for library use by means of specialized equipment, skilled technicians, and assembly line methods.

Perform centralized purchasing so that the saving in book costs through quantity buying can be passed along to each library unit.

Provide specialized cataloging to facilitate location and easy retrieval of materials by shelving them according to subject, recataloging the State Library's old collections and keeping its card catalog and shelf-list current.

Process materials by binding or rebinding them in order to guarantee their continued usefulness.

Bill each library for the discounted price of books ordered and processed (the State Library is not billed for processing) and use the processing fees to cover staff salaries and buy supplies in the Processing Center.

History and Statutory Authority

Acquisitions and cataloging materials for the State Library and the North Carolina Library Commission were performed separately until 1956 when the two bodies were merged. This necessitated a large recataloging project which is still being carried on. The Processing Center was organized in 1960 to provide technical services to small libraries; its economy and efficiency influenced large library systems to become members and its services now reach across the state. Because of duplicative functions, the Technical Services Division and the Processing Center were united in 1968 to form the present subprogram. Service was inauguarated to state agency libraries in 1966 and to state institution libraries in 1974.

Statutory authority is found in G.S. 125 and 143.

II. Five-Year Planning Perspective

Problem: To raise productivity so that services can be extended and improved without prohibitive increases in operating costs. The most costly level per item is about 100,000 books annually. Costs decline after 150,000 books have been processed.

Response: Adopt procedures (purchasing books and serials, cataloging, producing catalog cards and spine labels, billing and receiving) to an automated system.

Problem: To replace missing, inadequate, and outdated cataloging records of books which originally belonged to the State Library and Library Commission.

Response: Complete recataloging project in a way suitable to a medium-sized research and general circulating library so that access to valuable information in the collection be facilitated.

Problem: To seek enrichment of staff members in ways that they will be stimulated and required to use their highest skills and abilities on the job.

Response: Undertake a dynamic guidance program, developing greater staff involvement in planning, enriching supervisory skills through work planning and performance appraisal, and cooperating with State Personnel and the State Library Division in implementing and supporting this program.

III. Plan for the 1975-77 Biennium

1. Supplement Processing Center Operational Costs. The Processing Center finds rising costs are defeating its purpose of making the limited funds of North Carolina's many small libraries go further.

	Center proc. fee	Aver. book cost
1960	$ .75	$2.89 (ordered by Center)
1965	1.00	3.14 " " "
1971	1.10	4.34 " " "
1974	1.20	5.01 " " "

Supplementary assistance by subsidizing some of the staff salaries can reduce costs per item for financially limited libraries while maintaining the quality of processing performed.

Indicators of expected accomplishments:

	1973-74	1974-75	1975-76	1976-77	1977-79
Number libraries					
with subsidy	0	0	70	75	80
without subsidy	55	40	20	0	0
Processing fee					
with subsidy	0.00	0.00	1.10	1.10	1.10
without subsidy	1.10	1.20	1.60	2.10	0.00
Books processed					
with subsidy	0	0	145,000	160,000	200,000
without subsidy	120,678	120,000	Increased fee will reduce center users and force closing of service.		

Lack of subsidy will cause continued attrition of the Center's staff, lowering standards, declining volume, and demise of the Center by 1978 or 1979. Meanwhile, if libraries must return to processing their own books, it has been determined that at today's costs it would cost a large library (Forsyth County) $4.80 per book and a small library (New Bern) $2.14 per book, plus 10 per cent less discount per book purchased. It would cost even more than that in direct, professional service to library users because the service person would be tied up in processing routines.

2. Participate in an automated network. The State Library anticipates becoming active in the Southeastern Library Network (SOLINET) which should be operational by 1975. Inititally, participants will have on-line terminal access to cataloging information. Adaptation of such procedures will have a profound influence on cataloging efficiency and will shorten the length of time necessary for processing a book.

3. Accelerate recataloging project. Additional staff is necessary to move forward with recataloging. Significant progress can be made with the addition of a third cataloger and clerical support who can work full time on the project.

Books recataloged	1973/74	1974/75	1975/76	1976/77
2 catalogers	627	800	1,000	1,200
3 catalogers	-	-	5,000	7,000

These figures are based on the present manual system.

4. Relieve the Processing Center's two librarians of clerical tasks. Realignment of staff duties to provide two library technicians at no increase in the total salary budget will relieve Center librarians of burdensome routine tasks so they can undertake vigorous programs of staff development and public relations, conduct a cost study of operational expenses, and develop a program which is more responsive to libraries' needs. Lack of planning and development can cause the Center to become moribund and decay.

5. Increase supply budget. Inflationary costs and increased acquisitions have caused the State Library supply budgetary item to cover only 50 per cent of needs.

Present supply budget:	$ 600.00
Supply needs for 1 year:	1,250.00

6. Expand centralized ordering-processing to libraries for residents of state institutions. The advantages of top discounts for books, standardized cataloging, and centralized processing will be extended to these libraries.

	1973/74	1974/75	1975/76	1976/77	1978/79
No. inst. libs.	10	24	40	50	75
Books processed	0	6,000	12,000	20,000	35,000

Budget Requests

Staff: 1 Librarian II (Cataloger)
1 Typist II (Cataloging Branch)
2 Library Technicians, one of whom will work 1/2 time in Cataloging Branch - positions can be realized at no increase in total salary budget.
Subsidy of a portion of the salaries in the Processing Center

Equipment: 2 72-Drawer cards catalog units
Desks, chairs for all new positions; typewriter for Typist II

Supplies: Increase State Library supply item by 100 per cent
Contractual Services Funds to Receive Services of Southeastern Library Network (Computerized)

DIVISION OF STATE LIBRARY

INFORMATION SERVICES SECTION SUB-PROGRAM

I. Program Definition

Purpose

To serve as a clearinghouse and information center for State Government and to serve as a converging point for all types of information and material requests from the local public, academic, community college, technical institute, and special libraries throughout the State, thus serving any citizen of the State anywhere in the State.

Means and Methods Used to Achieve the Purpose

1. Providing State employees and other researchers with assistance in obtaining information and material and offering them guidance and direction in order that they can make maximum use of the Library for study and research.

2. Providing to the citizens of North Carolina information and library materials which are not available to them from their local library.

3. The audio-visual unit maintains a large collection of 16 mm films of diversified types to meet the needs and interests of all prospective users. Over 2,100 film titles are now available for loan.

4. The audio-visual unit circulates, through public libraries, college and university libraries, institution libraries and branches and units of state government films to individuals and groups of individuals, films for viewing, on a tightly planned schedule.

5. In addition, the audio-visual unit selects and acquires, processes and catalogs films to supplement the collection; cleans, repairs, and checks films that are in constant use, and compiles reference files on audio-visual materials and services.

6. Making available genealogical material and providing assistance in its use.

7. Selecting and maintaining library materials and preparing and developing catalogs, bibliographies and other reference materials which will aid in providing access to the Library's collection.

8. Receiving, cataloging, and maintaining published materials from the State agencies and the United States Government Printing Office.

9. Providing to school children throughout the State and Nation information about North Carolina government, economy, population, characteristics, and geography.

History and Statutory Authority

Information Services began to be rendered as early as 1812 and have continued without interruption and with steady improvements in resources and communications ever since.

A film project was organized in 1952 to serve adult groups in the state through public libraries. In 1968 it was enlarged to include children. In 1969 the collection was moved to the North Carolina State Library building, and in 1972 its use was extended to all academic and institution libraries.

The Interlibrary Services Network operated through Information Services began in the early 1940's with participation in the North Carolina Union Catalog and has been given special emphasis since 1968 when rapid communications technology was incorporated (In-WATS, etc.) to connect all North Carolina academic, governmental, public and special libraries with the State Library and, through it, with the Union Catalog and each other.

The statutory authority for the Information Services Section is found in G. S. 143B-51 (a) and (b); G. S. 125-2 (4), (5), (6), (7) and (8).

Information Services Section Sub-Program

II. Five-Year Planning Perspective

Problem: Our participation in the Southeastern Library Network (SOLINET) requires that we purchase terminals and train personnel to operate them.

Response: Funds for the purchase of terminals and for personnel training.

Problem: Need for a terminal operator for the SOLINET PROGRAM.

Response: Obtain terminal operator position.

Problem: Constant search for more efficient methods to book films.

Response: Conduct cost and time study of manual booking system and compare to an automated system.

III. Plan for the 1975-1977 Biennium

Problem: Because of staff shortage, the Raleigh NEWS AND OBSERVER indexing project has been stopped. There is a need for this Index in State Government and a need for its use by libraries across the State.

Response: Obtaining a full-time indexer for the News and Observer will enable us to bring the Index up-to-date and keep it current.

Problem: Librarians throughout the State have voiced a need to book films by phone. In many cases, a situation occurs where it is necessary to book a film immediately.

Response: Obtain an In-WATS line for the Audio-Visual Branch and an additional Booking Clerk. This will permit us to book films over the phone within certain restrictions.

Problem: There is a need in the Genealogical Services Branch to develop detailed name index cards for the family histories and family papers and for trained staff to answer the routine correspondence.

Response: Upgrade the Typist I position to a Library Assistant who could perform the above duties under the supervision of the Genealogical Librarian.

Problem: There is a need for better communication with the librarians and paraprofessionals using the In-WATS line concerning preparation of requests to be placed over the In-WATS line.

Response: Funds made available for regional workshops held by In-WATS personnel to discuss problems and solutions common to In-WATS personnel and local library staff.

Information Services Section Sub-Program

Problem: Because of growing interest in local history and genealogy, we have received many requests from librarians to aid them in developing a local history and genealogy program.

Response: Funds made available for genealogical workshops.

Problem: Coping with a dynamically increasing demand for film service throughout the State.

Response: Expansion of the film service to satisfy volume and variety of requests; adding equipment which will speed up and streamline procedures; and a constant study of staff activities to use personnel to the greatest advantage.

Indicators of Expected Accomplishments

	1973-74	1974-75	1975-76	1976-77
Increase personnel, supply, equipment, and book budget to maintain quality service under increasing number of requests for service.				
Circulation	28,843	29,500	30,300	31,100
Reference Requests (excluding In-WATS)	22,173	22,600	23,000	23,400
In-WATS Calls	12,500	13,000	13,400	13,900
North Carolina Information Project	15,537	16,500	16,800	17,000
Film Circulation	30,061	35,000	40,000	45,000
Number of Viewers	1,693,781	2,300,000	2,800,000	3,300,000

Information Services Section Sub-Program

BUDGET REQUESTS

Staff: 1 Indexer

1 Library Assistant

1 Booking Clerk (Clerk III)

2 Film Technicians (Clerk II)

1 Clerk II (Clerical Unit)

Equipment: 2 Microfilm Readers

1 Microfiche Reader-Printer

2 Book Trucks

1 4-drawer legal size Filing Cabinet

1 4-drawer Catalog Cabinet

1 Microfilm Cabinet

1 Map Case

2 Desks

Inspection Machine and Conditioning Unit

Hot Splicer

16mm Projector

16mm Film Acquisitions -- $150,000.00 Per Annum

David Bevan, Chief
Information Services Section

August 1, 1974

DIVISION OF STATE LIBRARY

SERVICES TO PUBLIC LIBRARIES SUBPROGRAM

I. Program Definition

Purpose

To advise librarians, library trustees, local government, regional councils of government and citizens at large on programs of public library service and the best and most efficient ways to administer public libraries. To recommend methods of allocating state and federal funds so as to provide maximum service for all people in the state.

Means and Methods Used to Achieve the Purpose

Visit public libraries to observe facilities, materials and staff and suggest improvements in both programs and operation.

Conduct in-service training workshops and institutes for library staff members, trustees, to enable them to improve library services.

Compile and publish list of books and audiovisual materials which are: a) suggested for purchase in public libraries or b) suggested reading for special age or interest groups.

Provide leadership in promoting cooperative activities between the public library and college and school libraries in the various areas.

Encourage, and devise acceptable designs for, the merging of county libraries into regional library systems to improve the quality of service available.

Work with regional councils of government to inform them on the informational needs of industry, families and individuals in the region and propose ways to meet these needs through public libraries.

Grants-in-aid to county and multi-county (regional) libraries: an equal basic grant per county, personnel grants to upgrade staffs, grants based on local support effort, and regional grants to cross county lines for more efficient operation.

History and Statutory Authority

The North Carolina Library Commission was established by the 1909 General Assembly (Public Laws of N.C., Chapter 873) to "give assistance, advice and counsel to all libraries in the State....."

1941 - State aid to public libraries fund established.

1956 - North Carolina Library Commission merged with State Library into North Carolina State Library of which the former Library Commission staff became the Extension Services Division.

1956 - Library Services Act provides federal aid to rural public libraries.

1963 - Library Services and Construction Act - opens federal aid to all "inadequate" libraries and provides first public library construction funds.

1970 - Extension Services Division becomes Library Development Division.

1972 - State Library becomes Office of State Library of the Department of Art, Culture and History and Library Development Division becomes Public Library Development Division.

1973 - Office of State Library becomes the Division of State Library, Department of Cultural Resources and Public Library Development Division becomes Public Library Development Section.

Statutory Authority

G.S. 125-2 (8) ; 125-7; 125-8.

Five-Year Planning Perspective

Problem: To provide more in-depth administrative advice to public librarians, counties and councils of governments.

Response: Increase consultant staff by two general (administrative) consultants assigned to specific geographic areas and add secretarial support.

Problem: To recruit experienced, capable general consultants to: 1) provide guidance cited above; and, 2) bring grassroots opinion into statewide planning.

Response: Establish a Librarian Consultant III position classification and obtain necessary funding.

Problem: Find adequate space for present and future staff for more efficient performance.

Response: Work with Division, Department and others to find space.

Problem: Increase incentives for union of libraries into regional systems for more diversified services.

Response: Seek needed state aid to public libraries to overcome fear of loss of local control and to encourage greater local support.

Problem: Improved communication with librarians and trustees for their input into statewide planning.

Response: Assign consultants to participate in North Carolina Library Association committee activities.

Problem: Raise standard of informational and educational service to economically depressed areas of state closer to quality of service in wealthier areas.

Response: Increased state aid funds to equalize financial support.

Plan for the 1975-1977 Biennium

Indicators of Expected Accomplishments

Accelerated consultant services: The quality of consultant service is not necessarily proportionate to quantitative data.

	1972-73	1975-76	1976-77
No. field visits	201	250	275
No. counties visited	74	84	95
No. workshops conducted	28	30	32
No. COGs with library activities	4	6	8

Development of larger library systems: National standards state: "If a population group of 20,000 people decides to maintain its own independent library service, it must pay almost twice as much per capita as a group of 200,000 people for adequate service."[1]

	1973-74	1975-76	1976-77
No. regional libraries	15	16	17
No. counties in regional systems	47	51	60
No. regions over 100,000 population	6	7	8
Population in regional systems	1,245,156	1,252,650	1,270,000

Improvement in public library staffing: "There should be one full-time staff member for every 2,000 people in the area served."[2] One-third of these should be professional librarians. Personnel grants from state are moving in the direction of the standards.

	Goal	1972-73	1975-76	1976-77
No. staff	2,541	1,190	1,210	1,245
No. professionals	847	249	260	275

[1]Public Library Service. ALA, 1956, p. xviii.

[2]Standards for Public Library Service in North Carolina. NCLA, 1970.

More adequate bookstock in public libraries: Increased use of books and improved information service:

	1972-73	1975-76	1976-77
No. volumes	6,557,886	7,000,000	7,250,000
Circulation	15,013,935	15,100,000	15,150,000
Questions answered	691,759*	800,000	1,000,000

*Only 51 of 76 public library systems reporting kept record.

Budget Requests

Additional Space: Consultants need space to work and keep their books, booklists, workshop programs and materials and other tools of the profession.

Staff: 2 Library Consultant II (some allowance for possible upgrading); 1 Steno II.

Travel: Increased funds for present consultants; travel for new positions.

Equipment: Desks, chairs for all new positions; typewriter for stenographer.

State Aid to Public Libraries: Increase of $1.5 million 1975-76; increase of $3.0 million for 1976-77.

Total $4.5 million for biennium over 1974-75.

DIVISION OF STATE LIBRARY

SERVICES TO STATE AGENCIES (CONSULTANTS)

SUBPROGRAM

I. PROGRAM DEFINITION

A. Purpose

The purpose of the Library Consultant service to libraries of State Agencies is to provide consultation, organization, maintenance and supervision to the libraries of Agencies of State Government and to serve as liaison between the State Library and all such agencies.

B. Means and Methods to Achieve the Purpose

1. Make field visits to new libraries to study collections, facilities, etc.

2. Study, consult and make proposals based on needs and standardized systems of library procedure.

3. Bring books to State Library for cataloging and classification. Produce completed catalog cards and cataloged and processed books, returning them to agencies ready to shelve books and file cards.

4. When agency has personnel, i.e., to file, professional librarian revises for accuracy. Otherwise State Library typist files and professional revises.

5. Conduct mini-workshops to orient persons responsible for daily upkeep of library.

6. Hold consultations with any State Agency requesting same, varying from telephone calls to brief visits, to complex, lengthy, several-visit sessions.

7. Make periodic field visits to all participating libraries to return completed books, pick up new ones and answer questions which have arisen.

C. History and Statutory Authority

Service began in 1966 with the Public Health Services Library as the first library being reorganized. By 1968 the number had grown to five (5) libraries; by 1973 to nine (9), and rapid growth during the past fiscal year shows a total of fourteen (14) libraries.

Statutory Authority

G.S. 143-B-51 (a) and (b); and 125-2(4), (5) and (7).

II. FIVE-YEAR PLANNING PERSPECTIVE

Problem: Increased demands for service have resulted in the present staff being insufficient to meet these demands. The number of libraries being served has increased 50% during the last six months.

Response: Increase staff as volume of materials and number of libraries warrant, so that high standards and efficient service can be given.

Problem: Lack of working space. Present facilities are crowded and inadequate. There is absolutely no room for additional personnel or equipment.

Response: Investigate possible rearrangement of facilities in area adjacent to library tools. Request equipment for additional personnel.

Problem: Existence of several small libraries in one agency.

Response: Suggest merger of small libraries into larger ones for greater efficiency under "umbrella" type organizations. If libraries must remain separate, standardize cataloging and classification.

Problem: Add classification in Community Services Library. This library has outgrown simple identification system used in original organization.

Response: Add a more sophisticated classification system to identification now used.

Problem: Need for a Union Catalog of the holdings of all State Agency libraries, including a union list of periodicals.

Response: Create a Union Catalog of all State Agency Libraries, and a Union List of Periodicals, including the holdings of the Legislative Library which is not currently included.

III. PLAN FOR THE 1975-77 BIENNIUM

Indicators of Expected Accomplishments

Expand staff, secure space and equipment to provide services to greatly increasing demands for our services by State Agencies.

	1972-73	1973-74	1974-75	1975-76	1976-77
Number of libraries served.	9	14	15	17	18
Number of volumes cataloged.	4561	5800	8000	9000	10,000
Number of field trips required.	225	250	275	285	300
Hours weekly service to Legislative Library.	15	20	25	28	30

An expert and efficient Service to State Agencies Branch is essential if the State Library is to fulfill its role as Official State Information Center. In addition to the libraries regularly serviced, this Branch provided daily consultation by telephone and in personal conferences to any State Agency requesting such services.

Budget Requests

ADDITIONAL SPACE

STAFF: 1 Librarian II for cataloger
1 Typist II

EQUIPMENT: 2 desks for staff
1 electric typewriter
Other office equipment required for 2 new persons

DIVISION OF STATE LIBRARY

SPECIAL SERVICES SECTION

SERVICES TO THE BLIND AND HANDICAPPED SUBPROGRAM

I. PROGRAM DEFINITION

A. Purpose

This library is the only source of reading material for the blind and physically handicapped, we must give vital and flexible service, meeting as many needs as possible. Special media books and magazines, and equipment with which to read them, are provided, by free mail, to any North Carolinian unable to hold a book or turn a page because of physical impairment, or unable to read normal print because of visual impairment. Over 9,000 patrons are being served.

B. Means and Methods Used to Achieve the Purpose

1. The unit maintains a collection of recorded, or talking, books of almost 7,000 titles and 27 periodicals and circulates material, by mail, to eligible patrons.

2. It maintains a large collection of open reel and cassette tape books and magazines and circulates them, by mail, to eligible patrons.

3. It also maintains a large supply of talking book machines and cassette players, attachments such as head sets, speed controls, etc., and distributes them to patrons for use with library materials, supplying needles, repairs, etc., when needed.

4. It maintains a collection of braille books and magazines, tactile books and twin-vision books and circulates the more than 3,000 titles to braille readers, by mail.

5. Also maintains and circulates, by mail, large type books and periodicals to individuals, public libraries and other institutions needing this type of service.

6. It performs other services in conjunction with the above, including selecting materials to supplement book collections provided, coordinating volunteer taping and brailling programs, duplicating tapes and thermoforming braille books, assembling catalogs and supplements of holdings, compiling book lists and bibliographies, proofreading hand brailled materials and cataloging and processing acquisitions.

7. In addition, it carries on a program of actively seeking out eligible patrons and providing information concerning the service across the state; communicates with patrons through correspondence, newsletters in various media and coordinating assistance from public libraries, social workers, telephone pioneers, technical institutes and others; gives assistance to students and others with specific library needs through the arrangement for interlibrary loans, reference assistance and procurement of volunteer brailling and taping; and establishes and maintains deposit collections in nursing homes, hospitals, public libraries, schools, etc.

B. History and Statutory Authority

Service initiated in cooperation with the Library of Congress and the North Carolina Association for the Blind in 1958.

Statutory Authority

G.S. 143-B-51 (a) and (b); G.S. 125-2(4) and (9).

II. FIVE-YEAR PLANNING PERSPECTIVE

Problem: Need to insure individualized service to an everincreasing number of library patrons.

	1966	1974
Readers	1,700	9,400
Circulation	6,700	18,000

Response: Increase and reassign staff to work more closely with individual patrons, volunteers, public libraries and social workers. Give added emphasis to book lists and individualized service to individuals and deposit collections.

Problem: Need to drastically expand tape cassette program so that a juvenile collection can be added, the book collection can be broadened and enriched, local materials can become available and individual needs of students and other persons can be satisfied.

Response: Expand and upgrade tape volunteer program and duplication potential.

Problem: To effectively communicate with handicapped readers, who, in most cases, are unable to write letters or afford long distance phone calls.

Response: Establish In-WATS service for library patrons in North Carolina.

Problem: Need to administer increasingly diversified programs and meet library needs of and for the handicapped.

1966	1974	1978
1 service (talking book)	5 services (talking book, braille, tape, large type and machine distribution)	Additional services such as projected books, special radio services, etc.

Response: Add staff, reassign duties, streamline procedures.

III. PLAN FOR THE 1975-77 BIENNIUM

Indicators of Expected Accomplishments

With increased personnel, supply, equipment and book budgets to meet increasing and diversified needs.

	1973-74	1974-75	1975-76	1976-77
Readers	9,400	10,000	10,500	11,000
Tape titles	1,500	2,100	2,800	3,500
Braille Titles	3,100	3,500	3,900	4,300
Services	5	5	6	6

Without increased budgets.

Readers	9,400	9,500	9,600	9,700
Tape Titles	1,500	1,700	1,900	2,000
Braille titles	3,100	3,300	3,500	3,600
Services	5	5	5	5

Achieve more effective communication with readers through In-WATS, meetings with groups of readers, establishment of Friends of the Library group, Advisory Council, surveys, etc.

Budget Requests

Staff: 1 Typist II; 1 Library Assistant; 1 Library Clerk

Books: $5,000.00 Per Annum

Equipment: 1 Additional cassette to cassette duplicator; 1 Truck; 1 Thermoform; Additional shelving ($600.00)

Supplies: $5,000.00 Per Annum

In-WATS

DIVISION OF STATE LIBRARY

SPECIAL SERVICES SECTION

SERVICES TO RESIDENTS OF STATE INSTITUTIONS SUBPROGRAM

I. PROGRAM DEFINITION

A. Purpose

Adequate library service for institutionalized persons is necessary for the well-being, education and rehabilitation of the residents. State Library assistance in establishing and nurturing their growth is desperately needed, if all institutionalized North Carolinians are to have access to the library materials they need and desire.

B. Means and Methods Used to Achieve the Purpose

1. Assistance to institution administrators and administrative offices in planning libraries and library services for inmates, residents and patients.

2. Provision of books for library collections in institutions.

3. Consultant service to help with book and equipment orders, facility planning, etc.

4. In-service training and workshops for personnel working in institution libraries.

5. Administration of LSCA (Title I) grants to state-supported institutions.

C. History and Statutory Authority

Book collections loaned and consultant service given to institutions from time of establishment of North Carolina State Library (1956). Service was considerably augmented with establishment of Title IV-A of the Library Services and Construction Act in 1966.

Statutory Authority

G.S. 125 and G.S 143-B

II. FIVE-YEAR PLANNING PERSPECTIVE

Problem: Difficulty in obtaining adequate personnel and physical facilities to provide effective library programs for

residents of state-supported institutions.

Response: Continued work with Offices of Youth Development, Mental Health, Corrections and others to increase budgets to provide library services.

Problem: Providing library personnel with training and information concerning types of library programs to assist in the rehabilitation, education and recreation of residents of institutions.

Response: Frequent visits of consultants, in-service training for untrained personnel, statewide workshops for institutional library personnel.

Problem: Finding adequate funding to establish new institutional libraries.

Response: Continued efforts to help provide books and other necessities for new libraries.

Problem: Need to expand the Section's institutional library services, such as consultant services, in-service training, provision of information concerning sources of materials, etc., to include all institutions in the state.

1974	1976	1978
State supported institution.	State supported instit. Private and public rehab. hospitals. Schools for handicapped.	State supported instit. Private and public rehab. hospitals. Schools for handicapped. Jails and detention homes, rest homes, hospitals, and mental health centers.

Response: Add staff. Work closely with public libraries throughout the state to expand services to institutions.

III. PLAN FOR THE 1975-77 BIENNIUM

Indicators of Expected Accomplishments

Increase magnitude and effectiveness of institutional library service in North Carolina.

	1973-74	1974-75	1975-76	1976-77
No. of institutions visited by consultants	35	48	52	65
No. of volumes in libraries	106,000	110,000	118,000	130,000
New libraries established	0	0	2	3

These indicators are contingent on an increased budget. Without additional funds, no new libraries will be established between 1975-77, and travel to institutions, by Consultants, will be heavily curtailed.

Budget Requests

Funds to establish new institutional libraries:

1975-1976	$20,000.00
1976-1977	$30,000.00

Increased travel, supplies and communications:

$1,000.00 Per Annum

ART RESOURCES PROGRAM

PROGRAM ADMINISTRATION AND SUPPORT SUBPROGRAM

I. PROGRAM DEFINITION

A. Purpose

The purposes of the Administration and Support section are to supervise the four sections of the Cultural Resources Program, to advise and support arts programs undertaken by other state agencies and to act as a spokesman for the arts across North Carolina and in other states.

B. Means and Methods Used to Achieve the Purpose

1. The Director of the Art Resources Division will supervise the personnel, programs and budgets of the Museum of Art section, the Community Arts Development section (North Carolina Arts Council), the Symphony administrative section and the Theatre Arts section.

2. The Director will meet regularly with personnel of other state agencies to assist with planning arts programs, and location of funds for their programs.

3. The Director will frequently travel in North Carolina, and occasionally to other states to attend meetings and conferences and speak in favor of programs in the arts.

C. History

Since 1943, the state has appropriated funds to support various activities in the arts. Included have been appropriations to state arts agencies, grants-in-aid to non-state agencies, and allotments from the Contingency and Emergency Fund. The Department of Art, Culture and History was established when state government was reorganized and subsequently changed to the Department of Cultural Resources. This brought together, for the first time, the agencies concerned with libraries, archives and history, and the arts. In September, 1973, the Division of Arts Resources was established to bring together the state arts agencies and provide a conduit for the legislative grants-in-aid to non-state agencies.

D. Statutory Authority

The creation of a Division such as the Division of Arts Resources by the Secretary of Cultural Resources was authorized by the Executive Organization Act of 1973.

II. FIVE YEAR PLANNING PERSPECTIVE

A. Problem: Proliferation of Grant-in-Aid Requests

It is expected that the number of requests to the Legislature for grants-in-aid to non-state arts agencies will greatly increase during the next five years. This will include grant requests for programs in all the arts.

Response:

If desired by members of the Legislature, a committee could be established to screen arts applications for grants-in-aid. The screening committee could include professionals in the arts, legislators, and interested lay persons from communities across North Carolina.

B. Problem: Allocation of Limited Funds to Meet Rapidly Increasing Demands

The demand for programs in the arts has risen rapidly during the past decade from all sections of North Carolina. Presently, this demand far exceeds the personnel and financial resources of the Division (see indicators following each section).

Response:

The Director will work with the Secretary of Cultural Resources, personnel of the State Bureau of the Budget and the Legislature to explain this demand and seek funds to meet the needs. Also, private and federal funds will be sought to increase programs and personnel.

C. Problem: Lack of Outreach by Some Programs

Some programs now effectively reach only those citizens who come to Raleigh. This means a very small percentage of the state's population can benefit.

Response:

The Director will review all programs continually to seek ways to reach more citizens with projects in the arts. Some projects will, by necessity, be immobile, but in many cases more can be done to "take the arts to the people."

III. PLAN FOR THE 1975-77 BIENNIUM

A. Indicators of Expected Accomplishments

(See indicators under each section)

B. Major Changes

The Division of Art Resources is a new Division and, thus, has no past indicators with which to measure change. During the next two years, the Director will work to organize and fund the sections in a manner which will enable them to better serve the arts and the citizens of the state.

DEPARTMENT OF CULTURAL RESOURCES

DIVISION OF THE ARTS

NORTH CAROLINA MUSEUM OF ART SECTION

SUBPROGRAM

I. Program Definition

A. Purpose

The purpose of the North Carolina Museum of Art is to encourage an interest in and an appreciation of the visual arts on the part of the people of North Carolina and the visitors to the State by making available for their enjoyment and education works of art from all cultures and civilizations.

B. Means and Methods Used to Achieve the Purpose

1. Acquisitions: For the carefully determined development of the State's art collection, works of art (painting and sculpture, decorative and graphic arts, and architectural elements) from diverse periods and styles are acquired through purchases and gifts.

2. Conservation: A conservation and restoration program is provided in order to maintain the works of art in the best possible state of preservation.

3. Security: Twenty-four hour surveillance on the premises is provided to ensure the safety of the collection.

4. Research: Thorough research is conducted as to the authenticity, history, condition, etc. of objects being considered for acquisition, along with continuing investigation of literature pertaining to objects already in the collection, to keep abreast of new developments in scholarly opinion, as well as to originate such work on largely un-researched material in the collections.

5. Publications: Various informative publications such as exhibition and permanent collection catalogues, monthly calendar of events, quarterly research bulletin, posters, announcements, brochures, and press releases are made available to a state-wide audience to call attention to, as well as interpret and explain, the museum's collections and programs.

6. Permanent Collection - Display and Storage: At least two-thirds of the nearly 4,000 works of art in the collection is on permanent or rotating display, occupying approximately seventy-five per cent of the existing exhibition space. The material not on display is kept in locked storage areas.

7. Outgoing Loans: In order to provide for exposure of the collections on a national and international, as well as state-wide, basis, the NCMA cooperates whenever possible with other museums by lending requested works which are judged suitable for travel to special exhibitions. A special loan collection is maintained for placement in State government offices.

8. Special Exhibitions: Special temporary exhibitions, based on historical and aesthetic considerations and accompanied by catalogues or other explanatory material, are assembled with objects borrowed from outside private and public sources for presentation in the museum, while other exhibitions are organized from NCMA collections for circulation to qualified art centers throughout the State.

9. Education: For a broader and more meaningful appreciation of art by adults and school children, educational programs - such as guided tours, special lectures, slide presentations, workshops, films and other audio-visual programs - are conducted both in the museum and through extension services by education staff and community volunteers to interpret the museum's collections and exhibitions as well as art in general.

10. The Mary Duke Biddle Gallery for the Blind: This gallery, subsidized from its opening in 1966 by private and federal funds and operated since 1971 entirely through legislative appropriation, is conducted as a special program aimed at extending art appreciation to the blind.

11. Support facilities and services: The museum maintains an art reference library, slide and photograph collections, documentary records pertaining to each object in the permanent collection, a photograph laboratory, a museum store, a workshop and staff for preparation and installation of works of art, packing and shipping facilities and an art transportation vehicle. A consultation service for technical and scholarly advice is available to private, but not commercial, collectors.

C. History and Statutory Authority

General Statutes, Chapter 140
1947 Session Laws, Chapter 1097, S.B. 395
1951 Session Laws, Chapter 1168, H.B. 1086
1961 Session Laws, Chapter 731, H.B. 408
1967 Session Laws, Chapter 1142, S.B. 631
1971 Session Laws, Chapter 864, H.B. 863
1973 Session Laws, Chapter 476, H.B. 1127

The 1947 General Assembly appropriated one million dollars to purchase an art collection for the State. In 1951 the N.C. State Art Society was authorized to accept the gift from the Samuel H. Kress Foundation of art works of a value at least one million dollars in compliance with the conditions made in the 1947 appropriation. The North Carolina Museum of Art opened to the public in 1956 in its present quarters, a renovated office building on East Morgan Street. It was administered by the North Carolina State Art Society until 1961 when the Museum became a separate

state agency administered by a fourteen member Board of Trustees appointed by the Governor and the North Carolina Art Society. The 1967 General Assembly created the State Art Museum Building Commission to provide for the erection of a new State Art Museum. Under the Executive Organization Act of 1971, the Museum and the Board of Trustees were transferred to the Department of Art, Culture, and History (now Cultural Resources). The Executive Organization Act of 1973 replaced the Board of Trustees with an eleven-member Art Commission appointed by the Governor, four of whom are nominated by the North Carolina Art Society, and two of the eleven are members of the art or design faculty at a North Carolina college or university. The Museum is now a section of the Division of the Arts of the Department of Cultural Resources.

I. Five Year Planning Perspective

A. Problem: New Building

Because the new museum will certainly be one of the most important and costly building projects for a state agency during the period, and any errors will obviously have far-reaching economic and operational implications, it cannot be over-emphasized that continuing professional guidance through staff in-put is crucial to ensure that the facilities in the extensive museum building will be perfectly suited to accommodate the functions necessary for the achievement of the museum's stated purposes. No one on the professional staff could be freed to assume this responsibility on the full-time basis which would be required.

Response:

Request from the Building Commission the employment, as soon as possible and for the entire construction period, of a professional museum consultant to provide and interpret in-put from the staff and other museum professionals to the Building Commission, the architects and the builders.

B. Problem: Limitation of space in present museum building

The present building is inadequate to accomodate the expansion of collections, programs, and staff to the necessary level appropriate for the greatly enlarged facilities the new building will provide. Storage space for works of art, workshop and office areas are at maximum capacity; a larger and more suitable space for the conservation laboratory is required; there are no auditorium or classroom spaces for education activities.

Response: Rent outside spaces for storage; relocate Arts Council staff; continue, when no other solution, the unfortunate practice of closing exhibition space to provide facilities for storage and education activities; wherever possible, increase extension services and state-wide programs.

C. Problem: Coordination of fund raising for art purchase and for new building

The State art purchase appropriation is insufficient to meet the rising cost of works of art (see analysis under III.B.1. Acquisitions). It is becoming increasingly necessary to supplement these funds through private and corporate support. For obvious reasons, it will be crucial to avoid any conflict or duplication of effort in fund-raising projects related to the museum, particularly in regard to the new building.

Response:

Request Building Commission and North Carolina Art Society to employ a full-time professional development officer to coordinate fund-raiding activities with the museum, the Building Commission, the Art Commission, the Art Society, and the North Carolina Museum of Art Foundation.

D. Problem: Limited personnel

The number of curatorial, education, publications, technical, and security personnel has been over-taxed to accomplish the recent expansion and improvement of museum programs (such as more and better exhibitions, improvement in design and content of publications, expansion of the permanent collection into areas not covered before - not to mention the addition over the last three years alone of more than 570 objects conservatively valued at the time of acquisition at $1,227,000). The present staff will certainly be insufficient to handle the necessary expansion of those programs. Justification of individual positions is omitted in the interest of brevity. The positions which will be requested for the next biennium are further explained under III. below.

Response:

Request over the five year period an increase of twelve positions (listed here not necessarily in order of priority) plus the five security guards requested two years ago: one curator of exhibitions and loans; one curator of ancient and ethnic art; one assistant registrar; one coordinator of extension services; one assistant instructor, workshop for the handicapped; one editor; one library assistant for slides and photographs; one editorial assistant/in-house publicity and events coordinator; one receptionist; one exhbitions and graphic designer; one chief of security and technical services; one cabinet/maker carpenter; five additional guards.

III. Plan for the 1975-77 Biennium

A. Indicators of expected accomplishments:

Perhaps more than in the case of many other state services, the programs of the Museum of Art must be evaluated on qualitative as well as quantitative bases. As has been emphasized in this report, this will especially be true while we remain in the present building. Often it has been and will continue to be the case of restricting one program to expand or improve another. At the same time, there are programs which are simply not susceptible to being analyzed in terms of numbers. For example, research in regard to proposed acquisitions, the permanent collection, exhibitions,

and publications is one of the most important programs of the museum and occupies a large part of the time of the key professional staff members. Yet there is no way other than long range evaluation of the excellence of the collection and the programs to calculate the achievement. Art handling, that is, movement of works of art, installation of exhibitions, preparation for shipment and the like, is another major activity. However, it would be meaningless to count how many objects were handled. And yet the impact of an installation has a very real effect upon what the public learns and enjoys in the museum.

Even those programs which can be counted, as listed below, are by and large either not subject to meaningful prediction of future development, or because of external factors are impossible to predict. The evaluation of purchases of works of art will always equal the amount spent (the purchase fund) and the actual number of objects acquired is meaningless in this sense. Numbers and evaluations of gifts are impossible to predict from year to year.

The number of temporary exhibitions presented at the museum increased from five in 1971-72 to thirteen in 1972-73. This number appears to be the maximum the present staff, budget, and facilities can accomodate. Therefore, in 1973-74, the number remained at thirteen, but emphasis was placed on improving the quality of the exhibitions, the installations, and the publications accompanying the shows. Included in the thirteen was one which broke attendance records, and brought national and international recognition to the museum. Even with the additional funds requested, the number will probably remain about the same but, as stated in the analysis, the emphasis will be on bringing more important large-scale exhibitions to the state, as well as on improving the quality and significance of the exhibitions organized here and circulated in the state.

It will be clear from the Analysis of Major Changes section below where we have listed what we would like to be able to achieve next biennium that, if funds are made available for all of the programs listed, there would be little or no change in a statistics analysis. For instance, perhaps the most crucial need in terms of the state's past investment, as well as its future expectations, is more adequate security for the collections. The addition of the requested guards and chief security officer would not be reflected in any statistic other than number of personnel, yet the value of their presence in terms of prevention of incalcuable loss is obvious.

	1973-74	1974-75	1975-76	1976-77
Acquisitions				
Total no. of objects and evaluation	323 @ $514,435	not predictable		
Purchases	8 @ $144,950			
Gifts	315 @ $369,485			
Conservation				
Major restoration, no. of objects	14			
Minor restoration, cleaning	124			

	1973-74	1974-75	1975-76	1976-77
Publications				
Bulletin	1 vol., 4 issues		same	
Calendar	1 vol., 10 issues		same	
Exhibition catalogues and brochures	7		9	12
Miscellaneous announcements	20		23	25
Outgoing loans				
To other museums	105		not predictable	
Major loans to N.C. museums	1		3	5
To state government offices	101		not predictable	
Exhibitions				
Total	13		15	18
In-house	8			
Collaborative	5			
Traveling exhibitions	11			
(bookings/cities served)	56/35		60	65
Public Events				
Total	71		not predictable	
Concerts	5		8	10
Lectures	13		15	18
Other special events	37		40	45
Workshops/seminars	16		20	25
Extension services				
Programs presented in field	106		115	125
Color reproduction sets distributed	186		250	300
Slide/lecture sets distributed	338		355	400
Mary Duke Biddle Gallery for the Blind				
Exhibitions	5		3	3
Number of blind/handicapped visitors	326		not predictable	
Number of workshops	2		10	25
Outgoing loans	3		10	15
In-coming/out-going shipments				
Number of shipments	399		not predictable	
Number of objects				
Consultation services				
Conferences	160		not predictable	
Inquiries	350			
Museum attendance				
Guided tour attendance (school groups)	25,032		not predictable	
General attendance	51,420			
Total	76,452			

B. Analysis of major changes

1. Acquisitions

The North Carolina Museum of Art's collections in general are of recognized international significance. Developed from the State's 1956 investment of one million dollars, the collection can now be valued at nearly forty million. (As only two examples among many, the Winslow Homer, Weaning the Calf, was purchased in 1956 at $11,000 and is now valued at $250,000, while the Copley, Pepperrell Family, originally purchased at $18,000 is worth half a million dollars).
There are, nevertheless, important areas which need to be represented in order to fulfill the museum's educational functions. For example, the museum has only a few scattered pieces of the art of ancient Greece and Rome. Even the twentieth-century collections - American as well as other schools - need strengthening. The prices of works of art have risen drastically in recent years. One old master or Impressionist painting could easily cost over a million dollars.

Because of these factors, the museum must always depend heavily upon private and corporate donation. In 1973-74, gifts accounted for $370,000 of the year's acquisitions conservatively valued at $514,000.

In order to maintain the good will and support of museum donors, it is necessary that the state continue to demonstrate its willingness to share the burden of developing the state's art collection, just as the original Kress gift was dependent on matching state appropriation. In addition, however, extensive purchase funds are necessary to balance and maintain control over the direction of the collections. In order to continue acquiring objects of high quality to fill some of the existing gaps in the collections, an annual budget of $500,000 (an addition of $300,000 to the existing $200,000 appropriation) would be required.

Works being considered for purchase and those offered as gifts must be researched and authenticated by an appropriate expert before the works can be judged acceptable for the permanent collection. Most such appraisals can be made by the curatorial staff. However, it is necessary to employ the services of special consultants to give opinions as to authenticity as well as monetary value on objects which fall outside the areas of art knowledgeable to the museum's professional staff. There are now no funds appropriated for this purpose. With the increased acquisition program, at least $3,000 annually would be required.

2. Conservation

A larger and more suitable space for the new full-time conservator and the conservation laboratory equipment is required. If rental space outside the present building for crucially-needed art storage is provided, the conservation operation can expand within the present building. Additional equipment needed for the laboratory are a fumigation chamber and a microscope. All such equipment would, of course, be suitable for the new building.

3. Security

The security of the collections housed in the NCMA is becoming increasingly more of a problem with the expansion of museum programs. There are at present thirteen guards on the security force of the museum. However, since the museum is open to the public five and one-half days a week, it is possible to keep an average of only eight guards on floor duty at one time to monitor the fifty to sixty galleries usually open to the public on the four floors of the museum. The number of guards is frequently less due to vacation and sick leave and compensatory time earned during holidays and special evening events. This is less than minimal security for a collection valued at nearly $40,000,000.

To alleviate the problem, funds are requested for electronic entrance detectors; for five additional guard positions and for a chief of security and technical services. The mandatory retirement ruling has eliminated the over-sixty-five age group which was in the past the main source for guards. While the salary range was adequate to attract retired people needing jobs with limited physical activity, it is not sufficient to attract and keep suitable personnel who have a wider range of job opportunities. A request will therefore be made for the guard position to be studied and re-classified at a higher salary range.

In order to maintain the museum's fine art insurance coverage, a 60% increase every year has been quoted to cover rising prices and expansion of the collections.

4. Publications

In order to more effectively reach the museum's audience and in keeping with its obligation to maintain scholarly and visual excellence, a concerted effort is being made to improve the publication program, not only in content and design, but in number and type of publication and in number of people served. Although eventually a publications unit with an editor will be required, we plan to continue present improvement of the program with existing staff. Additional funds will be required, however, to support higher printing costs as well as planned expansion of variety and numbers of publications.

5. Permanent Collection - Display and Storage

While major renovations in the present building will, of course, be kept to a minimum pending the move to the new facilities, recent relatively modest face-lifting projects on two floors of the museum have made impressive improvements in the presentation of the collection. The public reaction to these changes has been enthusiastic. In order to make the collection look its best and to make the museum more inviting and pleasant in its overall appearance, it is necessary to obtain additional funds for the following: an orientation center; audio-visual stations for use with exhibitions (both useable for the new building); lounge areas; and materials and equipment - including more flexible lighting - for installations of the permanent collection.

In order to accommodate the growing collections, much-needed exhibition

and work spaces have had to be converted to storage. Unless outside rental space is procured (see No. 2 above), more exhibition galleries will have to be sacrificed at the expense of depriving the public of the opportunity to view the collections.

Storage devices (print and drawing boxes and folios, lockable fire-proof safes, cabinets and shelving) essential to the proper safekeeping of works of art are either non-existent or in short supply. Funds are needed to purchase such equipment, all of which would be transferrable to the new building.

6. Special Exhibitions and Outgoing Loans

Major exhibitions with popular appeal, such as the recent American Impressionist Exhibition, have proven to be the most effective drawing card at this and other museums throughout the country. They are also extremely effective as educational experiences in themselves since they generally cover a specific period or subject. Also, it is an obligation on the part of the museum to provide the public with educational and aesthetic experiences beyond those presently available in the museum by supplementing the existing collections with special exhibitions as well as individual loans. It is therefore planned to continue to improve the already established trend to bringing more important large-scale exhibitions from major art centers in this country and abroad, as well as to originate more significant shows at this museum and to collaborate with other organizations. It is also mandatory that, as a state museum, we continue and strengthen the program initiated last year of lending large portions of the permanent collection to adequately equipped museums throughout the state such as the Mint in Charlotte and the Asheville Museum of Art, thus making the collections more accessible to the largest possible number of citizens. This program will be closely related to the exhibitions of prints and similar material which have been circulated to small art centers throughout the state since 1962. Plans are to extend and refine these programs by establishing affiliate galleries in strategic locations in the state and to conduct workshops on technical museum methods. Another service offered by the museum which has recently become increasingly popular, is the loan of objects to state government offices.

For both the entire exhibition and loan program described above, including loans to exhibitions in non-state museums, an overall coordinator is now essential. In this and other areas of museum operation, the expansion and improvement of programs without accompanying staff increase has been at the expense of other programs or operations and/or of over-extension of certain personnel. A new position of Curator of Exhibitions and Loans will therefore be requested. Also, additional funds are needed for materials and supplies in order to install exhibitions to their best advantage in the museum and to assemble and prepare shows properly for circulation.

7. Education

For two reasons the present plans for the education program are to emphasize the development and expansion of the extension services while refining existing in-house programs. The first reason, as stated above,

is the limited space suitable for the usual educational activities in the present building, and the second is that over the past few years there has been a gradual decline in school tour attendance. Inquiries made to teachers indicate that, in addition to the fuel crisis, economic and other bussing problems have affected the number and extent of trips made from outside Raleigh.

Additional travel and supply funds will be required to implement the planned development of state-wide extension programs, including slide lectures at schools, consultation and orientation for teachers and local volunteers, and distribution of visual materials such as slides, films, reproductions, etc.

As a result of the rapid rise in cost of fees and related expenses in the in-house public events programs - lectures, concerts, films, etc. - additional funds will be required even to maintain the program at the current level. It would be desirable to improve both the quality and numbers of such events. The workshop and seminar program also require additional funds for equipment and supplies.

8. Volunteer and Collaborative Educational Programs

Programs for volunteer community participation and for college and government service internships are in operation. Plans are being made to expand the incipient visiting curator program as well as to initiate collaborative educational programs between the museum and colleges and universities in the state.

9. Mary Duke Biddle Gallery for the Blind

Attendance figures indicate that, probably largely as a result of the relative difficulty of the handicapped to visit the museum (84 handicapped out of 10,500 visitors during the second quarter of 1974 to the third floor where the Gallery is located), a need exists to take the program more extensively into the field, as well as to develop programs to be held in the Gallery, such as lectures and workshops suited to the interests and capabilities of the handicapped. A series of programs outside the museum is planned to broaden the scope of the Gallery to include other groups of society which are deprived of having "art" play a role in their lives. The program would include institutions such as mental, penal and deaf and dumb. Funds are needed for travel, supplies, equipment including film and slide collections, and printing, for the development and implementation of these programs, as well as preparing traveling exhibitions from the Gallery's collections to be sent to schools and rehabilitation centers throughout the state.

10. Support Facilities and Services

With the planned expansion of all museum programs, support services must be strengthened simultaneously. The Art Reference Library will require a full-time new position to assist in the planned consolidation and development of the slide and photograph collections, as it will require additional funds for purchase of books, equipment and shelving. Additional equipment is needed by the photographer to cope with the increasingly complex technical demands. An exhibitions and graphics designer

and a cabinetmaker/carpenter are very much needed to handle increased work-loads, as are painting and silkscreening facilities and special woodworking and metalworking tools.

Because of the museum's position as one of the major tourist attractions of the state, there is an urgent need to establish a full-time position to man an information-reception desk in the museum lobby to provide information about other museums and art-related activities in the state as well as about works of art and programs in the NCMA, and to serve as a liason with the staff offices which are located on the sixth floor of the adjacent Highway Building. At present these functions are performed by the guards, tour guides, or museum store personnel, none of whom have the time or proper training for such service - and the overall efficiency of performance of their own duties is considerably decreased.

DEPARTMENT OF CULTURAL RESOURCES

Division of Arts Resources

Community Arts Development Subprograms
(N. C. Arts Council)

I. Sub-program Definition

Purpose: The purpose of the North Carolina Arts Council is to develop the arts at the community level, to encourage, promote and provide assistance for the cultural development of all North Carolinians; and, to make the arts an important part of the lives and heritage of our people. (The term "arts" includes, but is not limited to, architecture, the visual environment, crafts, dance, drama, literature, music, photography, film, public and multi-media and visual arts.)

Means and Methods:

A. Grants -- The North Carolina Arts Council awards cash grants to non-profit organizations which are registered as such with the North Carolina Department of Revenue. In addition to specific guidelines for each category of grants, the following general funding policies are observed in all grant awards.

-- The Council does not award grants for travel expenses outside of North Carolina.

-- The Council does not grant funds for capital improvements.

-- The Council will not cover the deficits of any organization.

-- The Council does not make grants to individuals for any purpose other than payments for services rendered to consultants and other professionals.

-- The Council does not make grants to individual colleges, universities, community colleges, technical institutes, or public schools for internal programs. Grants are made only when these institutions serve as a base for a community or

area-wide arts involvement.

-- The Council makes lateral grants to other state arts organizations receiving state appropriations only if the proposed project is of a distinctively innovating nature and only if it is understood that continued funding will be sought by the applying organization from the Legislature or other sources.

-- Applying organizations normally will be expected to locate other sources of funds for continued support after receiving no more than three grants from the Council for the same purpose.

-- Literary grants will be made only to continuing publications.

-- Grants will be made only to legal residents of North Carolina, whether by direct grant or through contests held by grantees.

-- When Council funds are granted to support competitions, the juries will be composed of at least three persons.

1. Challenge Grants -- These $5,000 matching grants are awarded to community arts councils for innovative arts programs that bring new strength and life to grassroots arts organizations. Programs should be designed to involve people in the arts whose previous contact with the arts has been minimal or non-existent. (An "arts council" is an organization which promotes several art forms.)

The grant must be matched one-to-one by cash. Any program funded must show a clear potential for continued future support from local sources. These grants have been used to support the start of such activities as: festivals, classes, community theatres, art competitions, craft fairs and community sings.

2. Salary Assistance Grants — The North Carolina Arts Council established the program of salary assistance grants to aid local arts organizations in the hiring of full-time arts administrators to develop and guide local arts programs. Salary assistance grants are awarded only for the top administrative position in an organization. There are two types of positions which the Council will consider funding: 1) new full-time positions which have not been filled by a paid employee in the past, and 2) positions which are being expanded from part time to full time.

Since the purpose of this program is to establish locally-supported permanent arts administrative positions, it is based on a three-year declining scale. The local group pays 1/3 of the salary in the first year, 1/2 in the second, and 2/3 in the third. By the fourth year, the local group should be able to sustain the entire salary.

3. General Grants-in-aid -- Any proposal that does not fit the guidelines of either the challenge grant program or the salary assistance program will be considered under the general grant-in-aid program. There are no specific guidelines for this program beyond the Council's general funding policies because the Council wishes to encourage experimentation, development and growth. No set amounts of money are required for matching, although the Council does not look favorably on proposals that allow no contribution from local communities These grants are used for such purposes as audience development, advertising, strengthening the quality of productions, and development of new material.

4. Literary grants — The purpose of these grants is to discover and encourage new writing talent and to support publication of more work by talented North Carolina writers. These grants are awarded to non-profit literary publications published within the state.

B. Programs — The North Carolina Arts Council sponsors various programs which have a state-wide impact and which can be better sponsored by a state agency rather than by local arts organizations.

1. Artists-in-Residence -- This program is co-sponsored by the Council, the Department of Community Colleges, and participating community colleges and technical institutes. It provides local communities with a resident artist who acts as a resource person for the entire community and who is active in stimulating arts interests and activities in the area. This program is also one of the major sources of employment in the state for professional artists and it encourages them to remain in the state.

Institutions participating for the first year pay two-thirds of the salary of the artist and the Council pays one-third. In the second year, the salary is reimbursed by the North Carolina Department of Community Colleges. The Council plays the major role of selecting, placing and evaluating the artists participating in this program.

2. Artists-in-the-Schools — By means of funds from the National Endowment for the Arts, the Arts Council channels money and gives administrative support to the Division of Cultural Arts of the Department of Public Instruction which administers this

program. The Council is directly responsible to the NEA for the successful operation of the program. All reports, budgets and evaluations are completed by the Arts Council.

The program is designed to expose and excite school children to their own artistic abilities by bringing to the schools professional artists. The program includes film-makers, poets, dancers and musicians.

3. Conferences -- The Council sponsors conferences in an attempt to encourage "non-arts" groups to include arts activities in their programs. Conferences have been held for recreation directors, business leaders and public school administrators.

Conferences are also held for community arts councils and other local arts organizations to foster the exchange of ideas and information. The groups are encouraged to interact to solve mutual problems, and nationally known experts in arts administration are brought in to share new ideas and information from other areas of the nation.

The Council also sponsors specialized seminars dealing with specific areas such as audience development, fund raising and promotion.

4. Consultant Service -- The Council assists local arts organizations in obtaining information and professional advice concerning various problems in the arts. In many instances, the staff can provide the requested information. In other specialized cases, it may need to retain the services of a professional consultant and will pay for the consultant's travel and professional fee. The local group defrays the cost of the consultant's food and lodging.

5. Dance Residencies — With the National Endowment for the Arts, the Council co-sponsors professional dance companies for residencies in sponsoring cities. The NEA pays one-third of company's fee and the local sponsor pays two-thirds. In many cases, the North Carolina Arts Council will pay one-third of the cost, thereby relieving the local sponsor of all but one-third of the fee. This program has been developed to provide local communities the opportunity to have in residence for one week a professional dance company which holds workshops, conducts seminars and presents performances.

6. Photography Competition and Exhibition -- Every other year the Council sponsors a statewide photography competition. Cash awards are given and the photographs which are selected for the exhibition are enlarged to random supersizes and placed on free-standing mounts. This exhibit then tours the state for two-week showings in shopping centers and other large enclosed areas.

7. Poetry Readings — Each year the Council sponsors poetry readings for educational institutions, libraries and arts groups. Under this program the Council pays the fees of two Council-selected poets and one poet chosen by the local co-sponsor. The fee includes travel but the local sponsors must provide food and lodging as necessary during the visit.

8. Television and Radio Commercials -- Each year the Council produces several commercials which are aired as public service announcements to promote the arts. The Council also produces commercials which can be used state-wide to help local arts councils promote their fund drives.

9. Research Projects -- The Council sponsors research projects aimed at producing information which will be helpful to arts organizations throughout the state in developing or promoting arts activities. Research may include areas such as laws which effect the arts and artists, business participation in the arts and feasibility appraisals and planning studies.

C. Administrative and Support Activities — State funds are used for the direct costs of administering the North Carolina Arts Council. These costs include the salaries of five staff members, basic communications, supplies and expenses such as telephone, equipment, subscriptions, books and dues. Members of the staff:

1. Develop overall program plans and guidelines which are then submitted to the Board for approval.
2. Make overall recommendations on grant applications which are then submitted to the Board after thorough research has been completed on the grantee and a determination has been made as to the probable success of the project.
3. Provide general guidance to local arts organizations concerning programs in the arts. The staff spends considerable time on the road helping local communities with problems in arts development.
4. Aid communities in organizing arts councils or other arts organizations.
5. Work with established organizations such as public schools, prisons, recreation departments and local governments to expand their programs to include multi-arts programing.

6. Work with other agencies in state government to develop cooperative programs in support of the arts.

7. Maintain files and a small library for the research use of arts organizations throughout the state.

8. Administer grants from the National Endowment for the Arts for the Artist-in-the-Schools programs.

9. Screen, place and evaluate artists for the Artist-in-Residence program.

10. Help local arts organizations find funding from the National Endowment for the Arts, private foundations, businesses, local governments and private citizens. These other sources of funds are often needed to match state funds or to fund projects which do not come under the guidelines of the arts council.

History: The North Carolina Arts Council, now a section of the Division of the Arts of the Department of Cultural Resources, was established by executive order in 1964 and made a statutory agency in 1967. Its 24 board members are appointed by the Governor on an annual, rotating basis for a term of three years.

The first Board of the Council was appointed in 1964 as an advisory board to the Governor. In 1966, a grant was received from the National Endowment for the Arts for a study of the arts in North Carolina. When presented to the Legislature in 1967, the study recommended a state arts council which that Legislature then established and placed under the Department of Administration. In 1973, the Council became a part of the newly-created Department of Art, Culture and History, which then became the Department of Cultural Resources.

Because the money appropriated to the North Carolina Arts Council has been limited, the Arts Council Board and staff have used the state funds as seed money to encourage local arts organizations to develop their programs with a

combination of funding sources. Not only has this stretched the tax dollars but it has also encouraged local groups to establish a self-initiative and independence that they might not otherwise have.

As the number of local arts councils and other arts organizations in the state have increased, the demands on the North Carolina Arts Council have also increased to help them develop new and stronger programs to serve an ever-increasing constituency. At present, the grant requests received by the Arts Council are approximately three times greater than the funds available for grants. At the same time, the requests made on the staff of the Arts Council for help and advice in developing and strengthening programs has far out-stripped their time available for such work.

Statutory Authority: G. S. 147B-87-88

Five Year Planning Perspective

A. Problem: Limited Funds for Grants

The increasing number of grant requests from an increasing number of arts organizations needing funds from the state for salary assistance, challenge and general grants far exceeds the amount of money presently available for such grants.

	Amount Requested	Amount Awarded
FY 67-68	$ 61,110.00	$ 41,460.00
FY 68-69	60,860.00	25,810.00
FY 69-70	141,499.99	77,601.50
FY 70-71	296,601.00	106,015.77
FY 71-72	416,753.65	133,616.71
FY 72-73	487,021.61	191,702.66
FY 73-74	549,824.47	208,460.67
FY 74-75		

Response:

Request from the Legislature increased appropriations for the North Carolina Arts Council. Presently the Council does not even receive sufficient funds from the legislative appropriations to meet matching funds made available from the National Endowment for the Arts.

Response:

Develop an interface among multiple funding sources within the state, i.e., private foundations, local governments, industry. Educate arts groups to what is available and instruct them in ways to secure such funds.

B. Problem: More Community Arts Councils Needed

Though a large part of the state is touched by some form of arts activity, less than half of the counties are represented by arts councils. (Arts councils which are usually cooperative unions of the major arts groups within an area have demonstrated an ability to give strength, stability and continuity to arts efforts.)

	67-68	73-74
Number of Arts Councils:	5	42

Response:

Request from the legislature an additional staff person whose major responsibility will be to form new arts councils and to work with already existing ones.

Response:

Develop a guide which will suggest a good working relationship and structural connection between local arts councils and local governments.

C. Problem: Trained Arts Administrators Needed

Nationwide and within this state, arts organizations are substantially changing from all-volunteer to professional. This requires well-trained administrators so that money spent on salaries will bring maximum results.

	1967-68	1973-74
Number of paid directors of community arts councils:	1	16

Response:

Develop arts administration programs within the state universities with much emphasis on strong internship programs with the state and local arts councils.

Response:

Develop an exchange program in which arts administrators will work in other communities for short periods of time to gain broader perspectives on their own problems and deeper insights into the general arts climate of the state as a whole.

Response:

In addition to the annual conference for community arts councils, sponsor more specialized seminars, workshops and conferences to enhance the skills of arts administrators. For example, a seminar on fund-raising, public relations or business procedures.

D. Problem: Rural Areas Undeveloped

Metropolitan areas within the state, even though in need of additional funding, have some tradition for support of the arts. Our rural areas, though giving birth to many talented people, are generally culturally-deprived.

Response:

Develop regional arts councils where no single city or county could financially support a paid arts council director. For these councils to be successful, a plan must be developed that will strike a balance between locally-oriented programing within each county and regional cooperation on projects that a single county could not sponsor alone. The State Arts Council has a pilot project in effect (beginning FY 74-75) in a six-county rural region.

Response:

Expand the number of communities reached by the artists-in-residence program. Since these artists work through community colleges and technical institutes which are often placed in rural areas, this program has been an excellent entry into communities that were not involved in other NCAC programing. In order to maximize the benefits of this program, a stronger, more thorough pre-hiring evaluation must be done by the staff to rate applicants by personality, attitude and communicative ability in addition to rating their artistic talents.

E. Problem: Need for More Inter-departmental Communication Within State Government

Several departments are involved in arts programing:

Dept., Natural and Economic Resources (Recreation)

Dept., Social Rehabilitation & Control (Corrections)

Dorothea Dix Hospital (Rehabilitation Therapy)

Dept., Human Resources (Mental Health)

Dept., Education

-- Public Instruction (Cultural Arts)

-- Community Colleges (Continuing Education)

There is not always sufficient communication between agencies and as a result, the effects of programs are not maximized.

Response:

Because of the varied nature of the Arts Council's work, because its purpose is to promote all the art forms, because of its flexible programing, and because of its community orientation and large numbers of contacts throughout the state, the Arts Council should devote more staff time to bettering inter-departmental communication -- with an eye to sharing expertise and local resources, and cooperating on programing.

In addition, the Arts Council should work closely with other agencies within the Division of the Arts -- the Museum, Symphony and Theatre Arts Section.

F. Problem: Lack of Professional Theatre Resources or Performing Groups in North Carolina

North Carolina has major organizations promoting three art forms: the North Carolina Museum of Art, the North Carolina Symphony and the North Carolina Dance Theatre. These organizations serve as artistic resources for the communities of the state. At this time there are no year-around professional theatre groups available to perform and serve our communities.

Response:

Support the creation of regional professional touring groups under the sponsorship of the Theatre Arts Section by:

— helping build audiences for community theatres, summer stock companies and university theatres which will, in turn, support regional professional touring groups. The Council would achieve this goal by providing consultants, seminars and workshops to further the local administrators' knowledge of marketing, audience research and advertising and publicity.

— working with local arts councils, community theatres, businessmen, local government leaders, university and public school administrators and private citizens to develop local organizations to sponsor performances and residency workshops by the regional professional theatre groups.

G. Problem: Maintaining Quality Programing

In any field that is expanding as rapidly as the arts, there is always a danger that quality will be sacrificed for quantity or that activity will be mistaken for accomplishment.

Response:

The staff of the Arts Council should be expanded to include specialists in crafts, dance, music, theatre, media and visual arts. These specialists would have a working knowledge of administrative procedures, but their main roles would be to advise local groups on ways and means to upgrade their particular art forms. These persons would also evaluate grant requests, review funded programs, and advise the Board on quality of groups requesting funds.

These specialists would also form a team to go into a community with several arts groups and draw them together into a united council.

H. Problem: Not Enough Professional Artists can Earn Living in North Carolina

Although North Carolina is a leader in the field of crafts, not many artists practicing other art forms can earn a living in the state -- dancers, musicians, actors, painters, writers. These professionals are often forced to spend much of their time teaching or working at unrelated jobs and, therefore, must neglect their arts.

Response:

Expand the artists-in-residence program which provides work for artists without binding them to a structured teaching schedule.

Response:

Expand the number of dance residencies and strengthen the North Carolina Dance Theatre.

Response:

Working through the Department of Public Instruction, expand greatly the artists-in-the-schools program to involve more artists and reach more children. We and they should experiment with the idea of using practicing artists on a part-time basis in place of additional full-time teachers. For example, four artists — a dancer, dramatist, painter, craftsman -- working two hours each would equal one teacher working eight hours a day. The success of this approach (having poets do weeks' residencies in English classes) has already been demonstrated.

I. Problem: Insufficient Media Coverage of the Arts

In a few communities where a single individual of the press, T.V., or radio has become interested in local arts activities, the local organizations have enjoyed a sudden, tremendous increase in size of audience, financial support and citizen participation. Though changing, this situation has been the exception rather than the rule and has often come about after years of cultivation, or in a few lucky instances, by accident.

Response:

Devote more staff time to bettering media relations. Supply the media with more interesting materials — copy, photographs, film. Convince the media that the arts — as they now exist and are becoming — are lively, relevant, vital, and of much interest to their readers, listeners and viewers.

J. Problem: "Income Gap"

The income gap is the gap between expenditures and earned income. It is normally referred to as the operating deficit. However, operating deficit implies poor management of funds which is not always true nor is it the major reason for the short fall of earned income by performing arts groups.

Because the performing arts are time intensive activities and their productivity cannot be increased over time by technological improvements, the effects of inflation, increased productivity in other areas of the economy, and a general increase in the standard of living has left the performing artist as the major subsidizer of his art by accepting lower pay than his contemporaries in other professions. (It takes the same amount of time today to rehearse, mount, and perform Hamlet as it did when Shapespeare wrote it. There have been no inventions which have speeded up the creative process.) Theatres, orchestras, and dance companies will never be able to meet their expenses from box office income without either leaving artists in complete poverty or by increasing their ticket prices above a level affordable by most North Carolinians.

Response:

There is no immediate solution to the problem of the "Income Gap." Time needs to be spent now, however, to study the long range financial needs of the performing arts organizations in the state. They may need long range permanent subsidy and plans need to be developed to help provide such subsidy.

III. PLAN FOR THE 1975-77 BIENNIUM

Indicators of expected accomplishment: (as suggested in th
in evaluating the program but which are not available at t

Grants:

Fiscal Years

Grant funds requested (money rounded to nearest dollar)
Grant funds awarded
Number of grants requested
Number of grants awarded
Matching funds offered by National Endowment for the Arts
State matching funds from Legislature
Additional state funds needed to match NEA grant

Administrative and Supportive Programs:

Number of Artists-in-Residence
Number of requests for Artists-in-Residence
Number of Artists-in-the-Schools
Number of requests for Artists-in-the-Schools
Number of students reached by Artists-in-the-Schools
Number of conferences sponsored
Number of consultants sent to local communities
Number of staff consultant trips
Number of dance residencies
Number of requests for dance residencies
Number of poetry readings
Number of local arts councils
Grants from the National Endowment for Special Projects

guide lines there are indicators listed below which would be helpful
is time)

PROJECTED

1967-68	1968-69	1969-70	1970-71	1971-72	1972-73	1973-74	1974-75	1975-76	1976-77
$61,110	$60,860	$141,500	$296,601	$416,754	$487,022	$549,824			
$41,460	$25,810	$ 77,602	$106,016	$133,617	$191,709	$208,461			
26	35	67	88	114	121	143			
$39,383	$30,909	$ 36,363	$75,377	$101,320	$127,250	$150,000	$200,000		
$50,000	$50,000	$ 50,000	$50,000	$ 80,000	$ 80,000	$150,000	$ 50,000		
0	0	0	$25,377	$ 21,320	$ 47,250	0	50,000		
				5	5	16	35		
				26	28	70			
				20	37	20			
2	2	0	1	3	2	1			
8	11	19	18	32	31	50	60		
		5	6	10	14	14			
		10	16	28	27	28	28		
5	7	12	18	23	27	42			
		$ 6,167	$ 8,000	$ 27,412	$ 21,933	$ 71,316	$96,269		

ANALYSIS OF MAJOR CHANGES PROPOSED

1. Grants

The National Endowment for the Arts makes available each year funds to be matched by the state, dollar for dollar, which may then be awarded as grants. In past years the Legislature has not appropriated sufficient funds to match these federal funds and if this continues, the benefit of these federal funds may be lost to the state. The benefit to the state would be increased federal funds available to local communities for the development and enrichment of their arts programs and the cost would be a dollar for dollar match from the state.

2. Arts Administration Program

The need to develop a program for the training of arts administrators results from the ever-increasing number of local arts organizations needing good administrators. Many of these organizations are run by very well-meaning people who have little or no background in arts administration. The result is a lack of sound planning, budgeting, evaluation and follow-through. The State Arts Council needs to work with the university system to develop a strong master's program in arts administration run by a business school. The State Arts Council would then need to provide an internship program for prospective arts administrators to expose them to the reality of the peculiar problems of arts administration on the state and local levels before they are placed in administrative positions within the state. The implementation of this program would require more staff time for development, implementation, evaluation, consultation, scheduling and placement with local arts councils. Additional funds would be needed for the university system to develop and implement the program. If we do provide trained arts administrators to local groups it will strenghthen their programs and at the same time it will increase the demands for funds and services from the State Arts Council. The State Arts Council will also need additional funds and staff time to develop workshops and seminars to increase the skills of arts administrator already on the job to help improve their effectiveness. If an effort is not made to upgrade the quality of the arts administrators in the state, the funds that are provided will be used much less effectively.

3. Multi-Funding Sources

The Arts Council strives to develop the local communities' resources for the development of their own arts programming. But the local communities can never become dependent on the state for the funding of these programs. Research and work needs to be done to develop other sources of funds for the arts. Staff time is needed to help develop these other sources and encourage the federal government, private business, foundations and individuals to support the arts. Information needs to be compiled on what funds are available and local arts organizations need to be trained on how to seek out these funds.

4. Increase in Staff

The State Arts Council has received a special grant from the National Endowment for the Arts for $16,669 for one year to hire an additional staff member and a part-time typist to work with the local communities in developing arts programs. The State Arts Council will need approval and additional funds from the Legislature to continue this position after June 1975.

At the present time the staff simply does not have the time to meet all the demands made upon it. For example, usually a couple of months pass between the time a local group asks staff assistance in forming a local arts council and the time a staff member can visit the community. Much momentum is lost in the delay. With the stated purpose of furthering the development and growth of local arts activities, additional staff will be needed. At present, there is only one person assigned to direct community liaison and development in a state that takes twelve hours to drive across. By July 1975 the present staff of five should be expanded to seven to adequately carry on the programs which have already been developed allowing them some growth in scope. Additional staff is needed to process the increased number of grant requests received by the office (even if additional grant funds do not become available) to insure the best use of the funds available. The additional staff would also aid in working with the organization and development of local arts organizations and in the establishment of an arts administration program. They would also help in the development of multi-funding sources.

Relocation of Office

At the present time the Arts Council offices have been carved out of space allocated for the Art Museum offices. This has created some tension because the Art Museum has little enough office space as is. The Arts Council's Program Director, Community Director, the Community Associate, and a part-time secretary are all sharing the same office space. This becomes difficult with the great number of visitors who come to the office for consultation and help. It impedes the efficiency of the operation to be herded into one room.

The Arts Council needs expanded office space provided in such a manner as not to disrupt the orderly operation of other state agencies such as the Art Museum. Also, if additional staff is approved, room for them will also be needed.

ARTS RESOURCES

NORTH CAROLINA SYMPHONY SUBPROGRAM

I. PROGRAM DEFINITION

Purpose

The North Carolina Symphony Society is dedicated to the sponsorship, maintenance, and progressive artistic development of the North Carolina Symphony Orchestra with the objective of maintaining the Orchestra on a full time and permanent basis.

The Society aims to encourage and foster the development of musical talent in North Carolina and elsewhere, and to provide an opportunity for musical achievement toward which such talent may strive. The Society furthermore dedicates itself to sponsorship and appreciation of good music.

Method and Means to Achieve the Purpose

1. A fully professional symphony orchestra of approximately 68 players is employed by the Society for approximately 34 weeks during each fiscal year.

2. Out of that contingent of musicians, the Society, with the advice and direction of an Artistic Director/Conductor, maintains (a) a Full Symphony, (b) two "Little" Symphonies, (c) a Chamber Players group, (d) a Brass Quintet, (e) a String Quartet, and (f) a Woodwind Quintet.

3. The musicians constituting the four latter ensembles are employed and perform for an additional six weeks during each fiscal year.

4. The orchestras and smaller groups present evening and matinee adult classical and popular concerts as well as matinee educational concerts for youth in the school systems of North Carolina. Approximately 200,000 school children hear the orchestras during each year.

5. An Administrative Staff of professional and clerical personnel is funded through the Division of Arts Resources, North Carolina Department of Cultural Resources.

6. In addition to providing the organization and support of the orchestras, the Society's further function is the maintenance of an educational program. Working closely with the North Carolina Department of Public Instruction and its various administrative units throughout the State, the Society publishes educational materials for teachers and students used in relation to the annual educational concerts. The Society also sponsors and conducts annual workshops for teachers throughout North Carolina.

History and Statutory Authority

G. S. §§ 140-7 through 140-10.1 and G. S. §143B-94.

The North Carolina Symphony Society was incorporated under the non-profit Statutes of North Carolina in December 1932. Lamar Stringfield was the founding conductor and Col. Joseph Hyde Pratt was the first President of the Society. From 1932 to 1939 the orchestra had five conductors. Dr. Benjamin Swalin served as conductor from 1939 til 1972. Since 1972 the orchestra has been conducted by John Gosling. Until 1971 the administrative duties were subsumed in the duties of conductor. In August of 1971 L. Guilford Daugherty was selected by the Society as Acting General Manager and was appointed the first General Manager of the North Carolina Symphony Society in April of 1972.

In 1943 the General Assembly honored the Society by recognizing its value to the cultural and educational life of the State in the form of Senate Bill No. 248. This bill provided official endorsement and sponsorship of the North Carolina Symphony Society as an educational movement and authorized the appropriation of a subsidy for the Society's budget. Since that first appropriation, the General Assembly has continued annual appropriations to the Society; the Funds are dedicated primarily to the further development of the children's concerts. The operation of the North Carolina Symphony Society and its orchestras for the 1974-75 season will require a budget in excess of $1 million. The General Assembly appropriations account for approximately 60% of that budget.

II. FIVE YEAR PLANNING PERSPECTIVE

a. Problem: Audience Building

In spite of the highly effective and sought after educational program of the North Carolina Symphony for school children, adult audiences remain less than acceptable in number. Significant expenditures of funds are required to main- the orchestra and to present each concert. The adult attendance at concerts does not bear a favorable relationship to that expenditure.

Trend: Since 1971 adult audiences have grown significantly. Accounting for the growth is an orchestra increased in size and quality, a fresh new approach to repertoire and the addition of name soloists to the performance schedule.

Response: As exposure to artistic performances in North Carolina grows, so does the demand for better quality and more performances by the North Carolina Symphony. To meet those demands and to build new audiences, during the five year period to 1979, the North Carolina Symphony Society will:

1. Extend the playing season, offering longer employment for artists.
2. Increase quality by attracting better players.
3. Add diversity and program interest by using nationally known soloists.

b. Problem: Cooperation between the North Carolina Symphony Society and the Public School Systems

b. Problem Continued:

Because of sometimes inadequate funding and lack of logistical planning, (buses) schools are often not able to schedule the North Carolina Symphony for educational concerts. The channels of communication between the Symphony and the Public School administrators and teachers must be kept constantly open.

Response: To insure the continuance and the expansion of the services of the Symphony to the schools of North Carolina, the North Carolina Symphony Society will:

1. Increase the number of workshops for teachers in the school systems of the state.

2. Make use of the Symphony Staff, especially a Director of Community Services, to find solutions to problems of scheduling, busing which will enable the schools not only to continue scheduling North Carolina Symphony Society educational concerts, but to increase the number during the biennium.

c. Problem: Orchestra Size and Quality

Musicians require salaries equivalent to those of other professionals. For the North Carolina Symphony Society to increase its image as a large and quality orchestra, it is necessary to offer competitive salaries and a playing season long enough to make employment with the North Carolina Symphony Society attractive to musicians who can, because of their expertise, demand professional salaries.

Response: To realize the goal of a State Orchestra of quality, respected not only in North Carolina, but across the nation, the North Carolina Symphony Society must:

1. Increase the length of the paid playing season.
2. Increase individual musician's salaries.
3. Schedule and budget adequate time for rehearsal.

d. Problem: Increase the Scope of Service

In order to serve the people and school children of North Carolina, the North Carolina Symphony Society has a unique opportunity to provide not only symphonic concerts, but to aid in the cultural education process as well.

Response: To accomplish that goal the North Carolina Symphony Society must:

1. Continue to maintain Full and Little Symphonies.
2. Maintain Chamber groups, woodwind, brass and string groups.
3. These meet demands of smaller local audiences and provide teaching contingents for elementary and high school performance programs.

e. Problem: Assistance to Community Orchestras in North Carolina

The North Carolina Symphony recognizes the extraordinary and admirable contribution which community orchestras attempt to make. Those orchestras often encounter difficulty in fund-raising, staffing and in artistic direction. The North Carolina Symphony, with a professional administrative staff and professional orchestras would like to assist with solutions for some of those problems.

Response: The North Carolina Symphony will attempt, whenever possible, to combine the sales of memberships in the State Society with sales of community orchestra memberships. This has already been done successfully in Salisbury, Morganton and Hickory.

When requested the North Carolina Symphony Society makes available players from the State Symphony to supplement the community orchestras personnel for specific concerts. This, too, has been accomplished successfully with a number of community orchestras including Winston-Salem.

The North Carolina Symphony Society will attempt to provide artistic direction when needed.

In order to give players from community orchestras an opportunity to experience playing in concert with a professional orchestra, the North Carolina Symphony will attempt to provide occasions when community orchestra musicians may join with the North Carolina Symphony in performance. Any payment to the said musicians, however, will be arranged between the player and the community orchestra since the North Carolina Symphony Society has no funds for this kind of experiment.

Although no Joint Concert experiments have been undertaken in the past, it is conceivable that from time to time groups of musicians from the North Carolina Symphony and equal numbers from one of the community symphonies may combine to form an orchestra of up to 100 members for a concert.

This sort of joint venture would provide a musical experience not otherwise available to either group. It would also give the audiences an opportunity to hear a North Carolina Orchestra of a size not heretofore possible.

The North Carolina Symphony Society feels that it can best serve the needs of North Carolina's Community Symphonies through these kinds of exchanges.

III. PLAN FOR THE 1975-77 BIENNIUM

Indicators of expected accomplishments:

	1973-74	1974-75	1975-76	1976-77
Audiences				
1. Elementary School children who hear educational concerts (including broadcasts)	220,000	230,000	240,000	250,000
2. High School children who hear matinee concerts	2,000	3,000	3,500	4,000
3. Adults who hear Full Symphony concerts	26,000	30,000	35,000	40,000
4. Adults who hear Little Symphony concerts	6,000	8,000	10,000	12,000
5. High School children participating in ensemble clinics	250	350	450	550
6. Adults who hear chamber concerts	2,000	2,250	3,000	3,000
7. Teachers attending In-Service Workshops sponsored by the State-Society	800	200	210	225
8. Teachers attending In-Service Workshops sponsored by local chapters of the Society	-0-	1,000	1,200	1,500
Concerts				
1. Full Symphony	72	75	80	85
2. Little Symphony A	48	50	52	55
3. Little Symphony O	43	45	48	50
4. Chamber Group	18	20	25	25

	1973-74	1974-75	1975-76	1976-77
5. Woodwind Quintet	4	5	5	7
6. String Quartet	3	5	5	7
7. Brass Quintet	0	5	5	7

Miscellaneous

1. Length of season (in weeks)	31	34	37	40
2. Number of chapters	38	42	46	48
3. Number of contracts	20	20	20	25
4. Additions to Administrative Staff	1	3	-0-	-0-
5. Additions to Music Staff	2	1	-0-	-0-
6. Total number of musicians	65	74	80	85
7. Musicians average weekly salary	$ 197	$ 225	$ 245	$ 265

FINAL STATEMENT

Although the 1975-77 biennial plan does not embrace significant changes in the current methods of operation, it does require greater funding levels. The major changes which necessitate the increased funding are merely expansion of present programs to meet the demands being made upon the orchestras and constituent groups for their services. The need for improvement in quality of artistic endeavors is self-evident if North Carolina is to continue to hold itself out as a leader in bettering the quality of life of its people.

DEPARTMENT OF CULTURAL RESOURCES
DIVISION OF THE ARTS

THEATRE ARTS SECTION

SUBPROGRAM

I. PROGRAM DEFINITION

A. Purpose

The purpose of the Theatre Arts Section is to provide managerial and economic aid to professional theatre organizations across North Carolina and to promote theatre in general, including creating a situation in which more professional actors and actresses can make a living in theatre in North Carolina.

B. Means and Methods Used to Achieve the Purpose

1. Grants: Grants are awarded to non-profit professional theatre organizations with precedence being given to outdoor dramas.

2. Guidance: The Twelve member Board advises theatre groups on planning, programs, budgets, and personnel.

3. Research: Research projects will be contracted by the Board to increase their knowledge of theatre in North Carolina and point the way in which their funds and efforts should be directed.

C. History and Statutory Authority

The Theatre Arts Section was created in 1973 (S.L. 1973, Ch. 622). Legislation placed the section under the Department of Art, Culture and History, which was subsequently changed to the Department of Cultural Resources.

II. Five Year Planning Perspective

A. Problem: Lack of Personnel

At present the Theatre Arts Section has no personnel. The Director of the Division has been able to assume the administrative duties of the Section; but as theatre activities increase, a staff person will be needed.

Response:

The Legislature will be asked to approve one professional staff person and a typist for the Theatre Arts Section.

B. Problem: Limited Grant Funds

As interest in theatre increases, there will be a rapid rise in demand for grants from the Theatre Arts Section. Several new outdoor dramas are being planned and these, along with the other professional theatres will need increased financial support.

Response:

The Legislature will be asked to increase the appropriation to the Theatre Arts Section so that more grant funds will be available.

C. Problem: Lack of Jobs and Uneven Quality in Professional Theatre in North Carolina

It is almost impossible for professional actors and actresses to make a living at their profession in North Carolina. The outdoor dramas provide employment during the summer months, but employment during the rest of the year is virtually non-existent. Also, not one year-round professional theatre company exists in North Carolina.

Response:

Instead of trying to form a new professional theatre company at this time, the Theatre Board had decided on an alternate course of action. The Division of Cultural Arts, North Carolina Department of Public Instruction, is now sending several theatre groups across the state to give performances in public schools. The Theatre Arts Section plans to join and expand this effort to include evening performances for the entire community, in addition to the public school appearances.

The procedure would be as follows:

1. The Division of Cultural Arts, Department of Public Instruction, and the Theatre Arts Section, North Carolina Department of Cultural Resources would each allocate funds to the joint project.

2. Professional theatre groups in North Carolina would be notified that a joint committee had been formed and that groups were being sought to tour one or two regions in North Carolina, giving appearances in public schools during the day and performances at night for the entire community. (The public school appearances would include lecture demonstrations, performances, and working with teachers and students.)

3. Professional companies desiring to be contracted for this service would be invited to bring two plays before the committee to be judged and the best companies would be chosen to tour during the following year.

4. The public school appearances would be coordinated by the Division of Cultural Arts, North Carolina Department of Public Instruction, and the evening performances would be coordinated by the Theatre Arts Section, Department of Cultural Resources, using local groups such as arts councils as sponsors.

5. The results would be evaluated by both organizations, and the above steps repeated each year.

This plan is considered advantageous over alternative courses of action because of the following:

1. It makes use of existing professional theatre groups in North Carolina and encourages better quality through the judging and rejection procedure.

2. It uses the same companies for school and evening performances instead of different companies crossing the state for the two different purposes -- thus, at a lower cost.

3. It encourages the existing companies to have a longer season and thus provide more work for the state's aspiring professional actors and actresses.

III. PLAN FOR THE 1975-77 BIENNIUM

A. Indicators of expected accomplishments:

	1973-74	1974-75	1975-76	1976-77
1. Grants	10	13	18	20
Number of grants requested	12	18	25	30
2. Visits and consultations (if have staff person)	0	8	15	20
3. Performances by touring groups (if funded)	0	0	60	80